Personnel

AIR FORCE MILITARY PERSONNEL TESTING PROCEDURES

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This pamphlet contains procedures and examples that implement guidance in Air Force Instruction (AFI) 36-2605, *Air Force Military Personnel Testing System,* and Air Force Policy Directive 36-26, *Military Force Management.* The purpose of this document is to provide a reference for clarifying and verifying test control officer (TCO) and test examiner (TE) duties and responsibilities and to assist in training new TCOs and TEs. Sample memorandums and documents are included when appropriate. Abbreviations and acronyms are listed in attachment 1. Because this information is subject to change, current All-TCO letters and messages take precedence. Do not supplement this pamphlet.

The procedures in AFI 36-2605 are mandatory; however, this pamphlet also provides the detailed steps of how to accomplish these procedures and illustrates ways of performing the various tasks. For example, conducting test material inventories is mandatory, but the way the written inventory is annotated may vary. The mailing of test answer sheets by certified mail and maintaining accountability is mandatory; however, the specifics of the control log may vary. Follow these guidelines when using this document:

- The procedures outlined in this Air Force Pamphlet (AFPAM) are mandatory except where noted or where examples are provided.
- This guide is not meant to be all-inclusive. For full procedures, see the reference given at the beginning of each major paragraph.

Paragraph

OPR: HQ AFPC/DPPAT (Mr Ken Schwartz)

Certified by: HQ AFPC/DPP (Col Stephen S. Lerum)
Pages: 91/Distribution: F

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Paragraph

Chapter 10--Defense Language Aptitude Battery (DLAB)

**Chapter 11-- Defense Language Proficiency Tests (DLPT) and Defense Language Reading
   Proficiency Tests (DLRPT)**

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Attachment

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Chapter 1

AIR FORCE MILITARY PERSONNEL TESTING PROGRAM

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1.1. Duties of Air Force Personnel Testing Program Agencies. The responsibilities of all the organizations involved in the development and administration of Air Force personnel tests (AFPT) are fully outlined in Air Force Instruction (AFI) 36-2605, *Air Force Military Personnel Testing System,* chapter 1. Following is a brief summary of key organizations with testing-related responsibilities:

1.1.1. Headquarters United States Air Force/Deputy Chief of Staff, Personnel; Directorate for Military Personnel Policy (HQ USAF/DPX):

- Develops plans and policies for the Air Force Military Personnel Testing Program.

1.1.2. Air Force Publishing Distribution Center (AFPDC) (AFPDC/AFLO 2800 Eastern Blvd Baltimore, MD 2120-2898, Defense Switching Network (DSN) 851-1463):

- Maintains all AFPT materials.
- Processes and fills all AFPT requisitions.
- Provides Test Material Inventories (TMI) for scheduled inventories.

1.1.3. Headquarters Air Force Personnel Center Education, Training, and Testing Branch (HQ AFPC/DPPAT) (550 C St West, Ste 10 Randolph AFB TX 78150-4712, DSN 487-2265):

- Functions as Air Force TCO: administers and manages worldwide network of TCOs.
- Develops procedures for test administration and security.
- Provides procedural guidance and clarification for the Air Force Military Personnel Testing Program.
- Establishes procedures for development, revision, administration, validation, and use of all new and existing AFPTs.
- Tracks and advises on test compromise investigations.
- Approves career field Specialty Knowledge Test (SKT)/Promotion Fitness Examination (PFE) waivers.
- Manages the Air Force Officer Qualifying Test (AFOQT) Program.
- Manages the administration of the Foreign Language Proficiency Pay (FLPP) Program.
- Functions as office of primary responsibility (OPR) for AFI 36-2605, Air Force Index (AFIND) 7, and AFPAM 36-2620.

1.1.4. HQ AFPC Airman Promotions Branch (HQ AFPC/DPPPW) (550 C St West, Ste 9 Randolph AFB TX 78150-4711, DSN 487-2362):

- Manages all enlisted promotions.
- Receives and scores answer sheets for the Weighted Airman Promotions System (WAPS) and Senior NCO Promotion Program.

1.1.5. Air Force Occupational Measurement Squadron (AFOMS) (AFOMS/OMD 1550 5th St East Randolph AFB TX 78150-4449, DSN 487-5013):

- Develops, revises, and publishes all SKT, PFE, and United States Air Force Supervisory Examination (USAFSE) promotion tests.
- Evaluates and responds to promotion test queries.
- Publishes All-TCO letters and messages.
- Compiles a listing of WAPS and Senior NCO promotion tests to be given each cycle and forwards the list to base-level TCOs on 1 October of each year.
- Furnishes test booklet requirements to AFPDC for initial distribution of promotion tests.
- Publishes WAPS Catalog in August of each year.
- Analyzes suspected test compromise material.
- Establishes requirements for test development subject-matter experts.
- OPR for development of AFPAM 36-2241, volume 1, *Promotion Fitness Examination Study Guide*, and volume 2, *United States Air Force Supervisory Examination Study Guide.*

1.1.6. Extension Course Institute (ECI) (ECI/EDEMW 50 South Turner Blvd MAFB-Gunter Annex AL 36118-5643, DSN 596-4254):

- Publishes and distributes all Career Development Courses (CDC) required to support WAPS testing.
- Prints and distributes the WAPS Catalog.

1.1.7. Armstrong Laboratory (AL) (AL/HRM 7909 Lindberg Dr Brooks AFB TX 78235-5352):

- Performs statistical analyses and research of proposed and current AFPTs to ensure their fairness, validity, and proper use.
- Advises on technical and psychometric issues related to Air Force personnel testing.

1.1.8. Command TCOs:

- Act as primary advisor and interpreter of procedures for base-level TCOs/TEs.
- Control transfer of CONTROLLED TEST MATERIAL between TCOs within and outside their command.
- Verify TMIs are accomplished accurately and on time.
- Monitor test compromise investigations.

1.2. TCO/TE Duties and Responsibilities. The TCO has the primary responsibility for the base-level Air Force Military Personnel Testing Program. The actual division of labor between TCO and TE varies from base to base. The recommended configuration is for the most experienced test examiner to also hold the position of TCO. The TCO oversees the testing program, conducts the June TMI with an impartial official, and reports instances of material loss or suspected compromise in accordance with procedures in AFI 36-2605, chapter 5. The TE performs the day-to-day operations of the testing program. The primary TCO/TE duties and responsibilities are:

- Maintain testing facility as prescribed in AFI 36-2605, chapter 2.
- Schedule and administer all AFPTs as prescribed in AFI 36-2605, chapter 3.
- Develop a comprehensive understanding of all testing procedures, ensure they are properly implemented and conducted, and promptly implement all program changes as prescribed in AFI 36-2605, paragraphs 1.13 and 1.14.
- Determine and submit test material requirements and requisitions as prescribed in AFI 36-2605, paragraph 4.1.
- Personally receive and inventory all test materials from AFPDC as prescribed in AFI 36-2605, paragraph 1.12.
- Control and safeguard all test materials as prescribed in AFI 36-2605, chapter 5.

- Conduct inventories of test materials as prescribed in AFI 36-2605, paragraph 4.2.
- Report instances of test material loss or suspected compromise as prescribed in AFI 36-2605, chapter 5.

Table 1.1. TCO and TE Grade Requirements.		
If test is:	**TCO must be in grade of:** (see notes):	**and TE must be in grade of:** (see notes):
USAFSE	CMSgt selectee or higher	CMSgt selectee or higher.
SKT or PFE	MSgt selectee or higher	MSgt selectee or higher.
AFOQT	MSgt selectee or higher	SSgt selectee or higher.
All other tests	MSgt selectee or higher	SSgt selectee or higher.

NOTES:

1. TCOs and TEs are prohibited from taking a test they have had access to or administered within the past 6 months.

2. TCOs and TEs must be qualified in the Personnel career field (Air Force Specialty Code (AFSC) 3S0XX). This requirement is waived for Air Force Reserve Officer Training Corps (AFROTC) detachments, Air Force Reserve (AFRES) units, Military Entrance Processing Stations (MEPS), and bases organized under the Education and Training Flight (E&TF) concept.

3. Fully qualified civilians may serve as TCOs or TEs with the approval of the Military Personnel Flight (MPF) chief (or Education Services Officer (ESO) when the Military Personnel Testing System is part of an E&TF). Civilian TCOs should be in the grade of GS-5 or higher and civilian TEs should be in the grade of GS-4 or higher.

_____

Table 1.2. Test Proctor Grade Requirements.	
If the test is:	**then the Proctor must be in grade (see note):**
SSgt PFE/SKT	SSgt selectee or higher.
TSgt PFE/SKT	TSgt selectee or higher.
MSgt PFE/SKT	MSgt selectee or higher.
USAFSE (SMSgt & CMSgt)	CMSgt selectee or higher.
All other tests	SSgt selectee or higher.

NOTE: Civilians may be used for all test administrations.

1.3. Appointment of TCOs and TEs. (See AFI 36-2605, paragraphs 2.5 and 2.6.)

1.3.1. Table 1.1 specifies the TCO and TE grade requirements.

1.3.2. Only one TCO but more than one TE may be appointed for each account.

1.3.3. TCOs in the grade of MSgt or SMSgt cannot handle, store, have access to, or administer the USAFSE. An additional TCO must be appointed and a separate test account established.

1.3.4. MPF chief (ESO when Military Personnel Testing System is part of an E&TF) appoints and relieves a TCO or TE. MPF chief (or ESO) submits a separate memorandum for each appointment. (Refer to figure 1.1 for memorandum format.)

1.3.5. Provide the original memorandum to the new TCO or TE, and send copies to:

- Major Command (MAJCOM TCO)

- HQ AFPC/DPPAPT
  550 C Street West, Suite 10
  Randolph AFB TX 78150-4712

- HQ AFPC/DPPPW
  550 C Street West, Suite 9
  Randolph AFB TX 78150-4711

- AFOMS/OMDVAT
  1550 5th Street East
  Randolph AFB TX   78150-4449

- AFPDC/AFLO
  2800 Eastern Blvd
  Baltimore MD 21220-2898

1.3.6. Individuals 35 years old or younger who are appointed as TCOs or TEs must either take the AFOQT and have their scores recorded in their permanent records or sign a disclaimer statement (see figure 1.2) indicating they are ineligible to take the AFOQT until 6 months after they have terminated TCO/TE responsibilities.

1.3.7. For TCO accounts that administer the BAT, the TCOs/TEs who may want to apply for pilot training must take the BAT and have their scores recorded in their permanent records. If they decline to take the BAT, they must sign a disclaimer statement (see figure 1.2) indicating they are permanently disqualified from ever taking the BAT to apply for any Air Force pilot training program. If TCOs/TEs are ineligible for pilot training, neither of these actions is required. However, all new TCOs/TEs assigned to locations that administer the BAT are required to take a practice test on the BAT as part of their training.

1.3.8. TCOs/TEs may not take any AFPT they had access to until 6 months after terminating TCO/TE responsibilities.

1.3.9. Outgoing TCO/TE and incoming TCO/TE must conduct a joint test inventory.

1.3.10. Upon appointment, the new TCO/TE must change safe combinations.

1.3.11. MPF chief (or ESO) must ensure new TCO/TE receives necessary training. MAJCOM TCOs assist in this training by providing training guides and checklists.

1.4. Appointment of Test Proctors. (See AFI 36-2605, paragraph 2.7.)

1.4.1. The TCO/TE verbally appoints and relieves test proctors.

1.4.2. Table 1.2 specifies the test proctor grade requirements.

1.4.3. Test proctors cannot have access to actual test material. They can only distribute and collect materials with test booklets closed.

1.4.4. Test proctor duties:

- Assist TCO/TEs with setting up for the test.
- Assist TCO/TEs with briefings.
- Make sure examinees are following directions, working on the proper test, not making stray marks in the test booklet or on the answer sheets, and not cheating.
- Avoid giving examinees information concerning the test. If an examinee asks about a question on the test, advise examinee to read it again.
- Alert TCO/TE to any problems, discrepancies, or other occurrences affecting testing.
- Collect, count, and return all test material to the TCO/TE at the end of the testing period.

1.4.5. Minimum proctor requirements:

Table 1.3. Test Proctor Requirements.	
If number of examinees is:	**then minimum number of test proctors required is:**
0-30	0
31-50	1
51-75	2
75+	1 additional proctor for every 25 examinees

1.5. Special TCOs (STCO). (See AFI 36-2605, paragraph 3.9.)

1.5.1. An STCO is appointed at a geographically separated unit (GSU) when it is not feasible or desirable for either qualified TE to travel to GSU to administer test or for examinees to travel to primary testing location to take the test.

1.5.2. STCO functions as TCO at geographically separated units (GSU). The servicing TCO is responsible for STCO training.

1.5.3. Servicing TCO retains overall responsibility for testing conditions and test security.

1.5.4. STCOs must have the same qualifications as regular TCOs except a personnel AFSC is not required.

1.5.5. If STCO is an Air Force member or civilian employee of the Air Force, MPF chief (or ESO) appoints with the concurrence of GSU commander. If STCO is member of another service, the GSU commander appoints.

- Forward two copies of the appointment letter to the STCO.

- STCO must acknowledge by return indorsement that he or she has been briefed on STCO duties and responsibilities as outlined in AFI 36-2605.
    - STCO keeps one copy of letter and returns original to TCO.
- Appointing official should send an information copy to the MAJCOM. If STCO is a member of a different MAJCOM, also send an information copy to STCO's MAJCOM.

1.5.6. STCOs cannot requisition tests.

1.5.7. The servicing TCO must mail or deliver test materials not maintained locally by the STCO to the STCO shortly before the desired testing date.

- If you deliver materials to the STCO, the TCO must maintain physical control of materials until STCO signs AF Form 310, **Document Receipt and Destruction Certificate**.
- If you mail materials, send in accordance with guidelines given in paragraph 3.7 of this pamphlet and AFI 36-2605, paragraph 4.5 and table 4.1.

1.5.8. Materials delivered to STCO must include a test roster and the test booklets required to conduct testing.

1.5.9. STCO must store tests in an approved security container to which only he or she has access.

1.5.10. If the STCO does not receive tests for a member scheduled for testing, he or she must immediately notify the member, reschedule, and notify the TCO.

1.5.11. STCO should follow normal test procedures as outlined in chapter 3, General Test Administration Procedures, of this pamphlet.

1.5.12. STCO must return test answer sheets and other test materials no longer needed to TCO within 6 calendar days of test administration. If materials are mailed, follow the procedures in paragraph 3.7, Mailing of Test Materials, of this pamphlet.

1.5.13. STCO should ensure the AF Form 310 identifies each AFPT, test copy number, and examinees' grade, name, and Social Security Number (SSN) for those test booklets included in the package.

1.5.14. STCO must follow test security guidelines at all times when test materials are in his or her custody.

1.5.15. Examinees can complete test queries. Per test query procedures in paragraph 3.6 of this pamphlet, query can be suspensed for 5 workdays to allow examinee to return to complete query justification portion of Part IV of AFPT 230, Test Query. The servicing TCO completes Part II of each AFPT received from the STCO. STCOs must mail (via registered mail) or deliver queries to the TCO.

1.5.16. STCOs should inform the TCO of any test no-shows and complete a no-show letter following the format shown in figures 4.8 and 4.9.

1.6. TCO Book. Set up the TCO book with the following sections:
- AFI 36-2605.
- AFIND 7.
- AFPAM 36-2620.
- Military Personnel Flight Memorandums.
- All-TCO letters.
- Address Indicator Group (AIG 8106) messages containing testing-related information.
- AIG 8421 messages.
- PFE/SKT/USAFSE Booklet Requirements.

1.6.1. All-TCO Letters:
- You will receive All-TCO letters on 1 March and 1 October of each year, and additional special topic All-TCO letters as needed. Figure 1.3 shows an example of the front page of an All-TCO letter.
    - October letter will announce all promotion tests authorized for administration the following year.
    - March letter will disseminate any changes to the October letter and will provide a comprehensive list of the year's All-TCO messages.
- Review All-TCO letters when you receive them and comply with all instructions.
- Retain letters for at least 2 years.
- Letters take precedence over this pamphlet.

1.6.2. AIG 8106 Messages:
- AFPC sends AIG 8106 messages to the MPF chief to disseminate test-related information that requires broader dissemination than information in an AIG 8421 message.
- Figure 1.4 shows a sample AIG 8106 message.

1.6.3. AIG 8421 Messages:

- AFOMS sends AIG 8421 messages to disseminate test administration information to TCOs when speed is essential. Figure 1.5 shows a sample AIG 8421 message. These are referred to as All-TCO messages.
- Comply with all instructions.
- Maintain a log of all messages received to ensure you have all of them on file.
- Messages are numbered consecutively for control purposes.
    - Messages containing an Obsolete/Faulty Question Listing will be designated with a "D" for deletion.
    - Messages dealing with other testing topics will be designated with an "M" for message.
    - The first Obsolete/Faulty Question Listing for the fiscal year is labeled FY-D-1 and the first All-TCO message related to other testing matters for the fiscal year is labeled FY-M-1 (e.g., 97-D-1 and 97-M-1).
- When a message is missing, contact the message center to obtain a copy. Copies may also be obtained from AFOMS/OMDVAT.
- Retain messages for a maximum of 2 years or until no longer needed.
- Messages take precedence over this pamphlet.

1.6.4. PFE/SKT Booklet Requirements and USAFSE Booklet Requirements:

- AFOMS sends a PFE/SKT Test Booklet Requirements Listing and a USAFSE Test Booklet Requirements Listing (see sample listing shown in figure 1.6) approximately 7 months before each of the promotion cycles.
- For the USAFSE (promotion to E-8 and E-9) and the PFE (promotion to E-5, E-6, and E-7), order the number of booklets equal to the maximum number of examinees that you will test during a testing session.
- For SKTs, follow the instructions in the letter. Some SKTs require one booklet for each examinee, some require one booklet for every three examinees, etc. If not specified, order one booklet for every five examinees, not to exceed the maximum number you will test at one time.
- Order any additional booklets needed to support STCO requirements. See paragraph 1.5 for further information on STCOs. Figure 1.7 shows a Direct English Statement Information Retrieval (DESIRE) that can be used to obtain a listing of the number of NCOs by rank for each Control Air Force Specialty Code (CAFSC) assigned to your base. This product can be used to assist you in determining your test booklet requirements. Figure 1.8 shows an example of the kind of product generated by this DESIRE.
- After AFOMS receives your booklet requirements and consolidates the requirements from all other TCOs, they will send you a verification listing (see figures 1.9 and 1.10). Check this listing against your original order. If there is an error or your requirements have changed, call AFOMS/OMDV (DSN 487-5013) or send a message indicating the updated booklet requirements.
- Table 1.4 contains all the important dates for the booklet requirements process. Check with AFOMS if you do not receive the letters within a few days of the indicated dates.

Table 1.4. Test Booklet Requirements Cut-off Dates.			
Test Cycle	**AFOMS Test Requirements Letter Mail-Out Date**	**TCO Reply Deadline**	**AFOMS Test Requirements Verification Listing Mail-Out Date**
TSgt/MSgt (15 Jan- 31 Mar)	1 Jun	15 Jul	1 Aug
SSgt (1 Apr - 15 Jun)	1 Sep	15 Oct	1 Nov
SMSgt/CMSgt (1 - 30 Sep)	2 Jan	10 Feb	1 Apr

Figure 1.1. Sample TCO/TE Appointment Memorandum.

MEMORANDUM FOR (indicate name and SSN of new TCO/TE)   (date)

FROM: (organization appointing the new TCO/TE)

SUBJECT: Appointment of (indicate either Test Control Officer or Test Examiner) for account(s) (indicate TCO account number(s)).

      You are appointed (Test Control Officer or Test Examiner) for account(s) (indicate account number(s)), effective (indicate effective date). You must read and follow the procedures listed in AFI 36-2605, AFIND 7, AFPAM 36-2620, and AFI 37-138, Records Dispositions, Procedures, and Responsibilities, table 3.1 (formerly AFR 12-50).

      (Indicate name of TCO or TE being relieved of duties) is relieved of all (Test Control Officer or Test Examiner) duties for account(s) (indicate account number(s)). The safe combination was changed (indicate date changed).

      An inventory was conducted on (indicate date conducted) using the latest TMI. (NOTE: Inventory required on appointment of new TCO.)

                    Signature of MPF Chief, ESO, or ROTC Detachment Commander

Attachments: (If applicable)
Disclaimer Statement(s)
cc:
MAJCOM TCO
AFOMS/OMDV
HQ AFPC/DPPAT
HQ AFPC/DPPPW
AFPDC/AFLO

Figure 1.2. Sample Disclaimers.

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AFOQT DISCLAIMER STATEMENT

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I, (indicate name, grade, and SSN of individual and TCO account number) understand that while I have access to the AFOQT I will not be able to take the AFOQT for application to a commissioning program or for another program which requires official AFOQT scores. I understand this prohibition will remain in effect for 6 months after my last contact with any AFOQT CONTROLLED TEST MATERIAL.

_____   _____
  Signature   Date

_____   _____
  Signature and Title of Witness   Date

_____

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BAT DISCLAIMER STATEMENT

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I hereby certify that I have a valid need to gain access to all or part of the operational test battery loaded on the Basic Attributes Test (BAT). I understand that I must safeguard the test battery as CONTROLLED TEST MATERIAL. Failure to do so is a violation of AFI 36-2605, Air Force Military Personnel Testing System, which is punishable under the UCMJ. I also understand that I will be permanently disqualified from taking the BAT for the purpose of applying for any Air Force flying training program once I have access to the BAT.

_____ _____ _____ _____
    Typed Name/SSN   Signature   TCO #   Date

Figure 1.3. Sample ALL-TCO Letter.

Air Force Occupational Measurement Squadron   **15 March 1996**
Occupational Test Development Flight   **All-TCO Letter 96-2**
1550 5th Street East
Randolph AFT TX 78150-4449

ALL-TCO LETTER

TABLE OF CONTENTS

PART I: GENERAL INFORMATION

Figure 1.4. Sample AIG 8106 Message.

```
R016496                   ****************************
ROUTINE                   *     U N C L A S - E F T O     *
                          ****************************


RAAEZYUW RHWRMPC1620 2391955-EEEE--RUCLBMA.
ZNY EEEEE
R 271900Z AUG 94
FM HQ AFPC RANDOLPH AFB TX//DPP//
TO AIG 8106//DP/MS/DPM/MSP/CMS//
AIG 10607//MSM//
INFO ANGRC ANDREWS AFB MD//DPA//
XMIT HQ AFPC RANDOLPH AFB TX
BT
UNCLAS E F T O
SUBJ:  USAF STANDARD TYPEWRITING EVALUATION
REF:  AFI 36-2605, AIR FORCE MILITARY PERSONNEL TESTING SYSTEM
```

1. AFI 36-2605 ELIMINATED THE USAF STANDARD TYPEWRITING EVALUATION, AIR FORCE PERSONNEL TEST (AFPT) 70, BECAUSE IT IS OBSOLETE. THIS AFPT WAS DEVELOPED IN THE 1970'S TO BE ADMINISTERED ON A STANDARD TYPEWRITER. THERE IS NO REPLACEMENT EVALUATION AT THE PRESENT TIME; HOWEVER, WE ARE IN THE PROCESS OF IDENTIFYING A SUITABLE TEST TO EVALUATE KEYBOARD SKILLS.

2. IN VIEW OF THE IMPACT THIS ISSUE HAS ON MEMBERS APPLYING FOR RETRAINING, YOU MAY CONTINUE TO USE THE USAF STANDARD TYPEWRITING EVALUATION UNTIL YOU RECEIVE FURTHER GUIDANCE FROM US. PLEASE CALL HQ AFPC/DPPAT AT DSN 487-2265 IF YOU HAVE ANY QUESTIONS.

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                          ****************************
TOR:272102z  AUG 94       *     U N C L A S - E F T O     *
                          ****************************
```

Figure 1.5. Sample AIG 8421 Message.

```
R0UTINE              ****************************
                     *  UNCLASSIFIED - E  F  T  O  *    DATE:  321
                     ****************************       TIME:  1333




RAAEOMDV RHWRAAA6819 3182248-EEEE--RHWRCYY.
ZNY EEEEE
R 141402Z NOV 94
FM AFOMS RANDOLPH AFB TX//OMDV//
TO AIG 8421
INFO RUERJFA/AFPDC BALTIMORE MD//AFLO//
BT
UNCLAS E  F  T  O
SUBJ:  ALL-TCO MESSAGE 95-M-2
1.  FOR ALL BASE AND MAJCOM TEST CONTROL OFFICERS.
2.  FOR AFPT 2T171, 1 JAN 95, REV 01:  THE EDITION DATE PRINTED ON THE BOTTOM OF EACH PAGE OF
THE TEST BOOKLETS IS INCORRECT.  IT IS PRINTED "(2T171/9401)".  THE CORRECT EDITION DATE IS
"(2T171/9501)".
3.  FOR AFPT 2W071, 1 JAN 95, REV 00:  PAGE 1 HAS AN INCORRECT EDITION DATE ENTRY, "(2W071/9601)".
THE CORRECT EDITION DATE IS "(2W071/9501)".  ALL OTHER PAGES AND THE COVER ARE CORRECT.
4.  THIS MESSAGE IS BEING DISSEMINATED FOR INFORMATION ONLY.  NO "PEN-AND-INK" CORRECTIONS
ARE NECESSARY.  THESE PRINTING ERRORS WERE DETECTED IN THE TEST BOOKLETS RECEIVED AT
AFOMS/OMDVOV.
5.  POC IS MSGT WARREN, DSN 487-5013.
6.  THIS MESSAGE FOLLOWS AIG 8421, 271302Z OCT 94, ALL-TCO MSG 95-M-1.
BT
#6819
NNNN
```

```
R0UTINE              ****************************              PAGE:   1
                     *  UNCLASSIFIED - E  F  T  O  *
                     ****************************
```

Figure 1.6. Sample Test Booklet Requirements Listing *(Partial).*
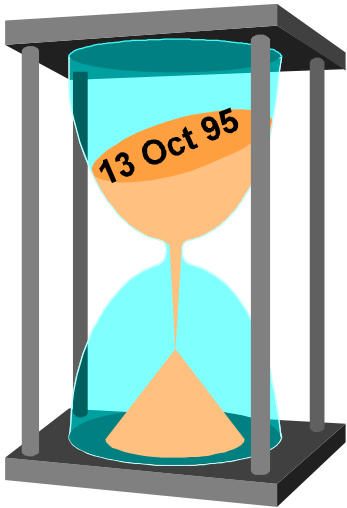
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON   1 Sep 1995
Occupational Test Development Flight (AFOMS/OMD)   **Booklet Requirements 95-3**
1550 5th Street East
Randolph AFB TX 78150-4449

E-5 PFE and SKT Booklet Requirements

ATTACH LABEL HERE

1. Following these instructions is a listing of Promotion Fitness Examinations (PFE) and Specialty Knowledge Tests (SKT) to be used in testing for promotion to E-5 under the Weighted Airman Promotion System (WAPS).

2. For your guidance in ordering test materials, HQ AFPC/DPPAT advises that you order one booklet for every five examinees, not to exceed the maximum number of examinees who will be tested at one time. Note that some SKTs require more than one booklet be ordered for every five examinees--these SKTs are annotated with an asterisk (*) on the listing and are accompanied by specific instructions.

Figure 1.6. Continued.

_____	4N151C	1 Apr 96/02	**Surgical Service Journeyman (Orthopedics)**
_____	4N151D	1 Apr 96/02	**Surgical Service Journeyman (Otorhinolaryngology)**
_____	4P051	1 Apr 96/02	**Pharmacy Journeyman**
_____	4R051	1 Apr 96/02	**Radiologic Journeyman**
	4R052		*No SKT Requirement, PFE Only*
_____	4T051	1 Apr 96/02	**Medical Laboratory Journeyman**
	4T052		*No SKT Requirement, PFE Only*
	4T053		*No SKT Requirement, PFE Only*
	4U051		*No SKT Requirement, PFE Only*
_____	4V051	1 Apr 96/02	**Optometry Journeyman**
_____	4V051A	1 Apr 96/02	**Optometry Journeyman (Ophthalmology)**
_____	4Y051	1 Apr 96/02	**Dental Assistant Journeyman**
_____	4Y052	1 Apr 96/00	**Dental Laboratory Journeyman**
_____	5J051	1 Apr 96/02	**Paralegal Journeyman**
_____	5R051	1 Apr 96/02	**Chaplain Service Support Journeyman**
_____	6C051	1 Apr 96/02	**Contracting Journeyman**
_____	6F051	1 Apr 96/02	**Financial Management Journeyman**
_____	6F052	1 Apr 96/02	**Financial Services Journeyman**
_____	6F151	1 Apr 96/02	**Financial Analysis Journeyman**
_____	7S051	1 Apr 96/02	**Special Investigations Journeyman**
	9S150		*No SKT Requirement, PFE Only*
	9S250		*No SKT Requirement, PFE Only*

Figure 1.7. Test Booklet Requirements DESIRE.

<div align="center">

TEST BOOKLET REQUIREMENTS DESIRE

</div>

```
DESIRE.
ID V-TEST-BOOKLET-REQ RK DPMPET.
PERS RECD AA STAT 16.
SL IF GAA = 35,36.
ST NAS<1#3X1#2X>.
OT.
AD 1 TO REG-01.
AD 1 TO REG-02.
AD 1 TO REG-03 IF GAA=35.
AD 1 TO REG-04 IF GAA=36.
AD 1 TO REG-05 IF GAA=35.
AD 1 TO REG-06 IF GAA=36.
HD REPORT 15 "TEST BOOKLET REQUIREMENTS FOR E-6/7";;"CAFSC" 10 "TOTAL"
  25 "E-5'S" 35 "E-6'S";;.
OCI NAS PRINT NAS<1#6X> 14 REG-01 25 REG-03 35 REG-04 ZERO REG-01 ZERO
  REG-03 ZERO REG-04.
OCI FINAL PRINT "TOTAL:" 25 REG-02; "TOTAL E-5'S:" 25 REG-05; "TOTAL E-6'S:" 25 REG-06.
```

_____

Figure 1.8. Sample Listing Generated by Test Booklet Requirements Desire *(Partial).*

<div align="center">

TEST BOOKLET REQUIREMENTS FOR 96E6/7

</div>

CAFSC	NO ELIG
1A251	9
1A351	4
1C051	5
1C052	18
1C151	55
1C351	6
1C551	9
1C651	8

Figure 1.9. Sample Test Booklet Requirements Verification Memorandum.

DEPARTMENT OF THE AIR FORCE
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON

MEMORANDUM FOR TEST CONTROL OFFICERS

FROM: AFOMS/OMDV
        1550 5TH STREET EAST
        RANDOLPH AFB TX 78150-4449

SUBJECT: Verification of Booklet Requirements for Promotion Cycle 96E-5

1. Please check the attached listing against your file copy of Booklet Requirements 95-3 to ensure we processed your test booklet requirements properly. This listing should reflect the quantity of booklets you ordered which the Air Force Publishing Distribution Center (AFPDC) will distribute.

2. Your account number is in the first column of the listing, i.e., at the beginning of each line. To the right of your account number is a series of AFPT numbers. Following each AFPT number is (a) the quantity of booklets requested and (b) two columns for booklet numbers issued (booklet number will repeat when only one copy is requested).

3. You should use this listing to verify that we received and correctly processed your requirements. Tests not shown on the computer listing or additional quantities may be ordered directly from SAF/AFPDC, 2800 Eastern Blvd, Baltimore MD 21220-2898, after 31 Jan 96.

4. Point of contact is MSgt Warren, AFOMS/OMDVAT, DSN 487-5013.

                                        JERRY R. LAUTENSCHLAGER, 1Lt, USAF
                                        Chief, Test Dev Ops and Research Section

Attachment:
AFPT Listing

Figure 1.10. Sample Test Booklet Requirements Verification List.

DISTRIBUTION OF AFPT REQUIREMENTS BY BASE

BASE	AFPT	QTY	BKLT NUM FROM	THRU	KEY
1001	00036	12	3844	3855	N/A
1001	1C171	2	333	334	N/A
1001	1T071	2	66	67	N/A
1001	1T171	2	171	172	N/A
1001	2A571	2	587	588	N/A
1001	2E871	1	54	54	N/A
1001	2P071	1	165	165	N/A
1001	2T071	4	203	206	N/A
1001	2T373	1	112	112	N/A
1001	2T470	2	123	124	N/A
1001	3A071	5	938	942	N/A
1001	3C071	3	543	545	N/A
1001	3C072	3	280	282	N/A
1001	3C371	1	145	145	N/A
1001	3E171	1	352	352	N/A
1001	3E271	2	174	175	N/A
1001	3E571	2	153	154	N/A
1001	3E771	1	296	296	N/A
1001	3E971	1	120	120	N/A
1001	3N071	2	117	118	N/A
1001	3P072	5	445	449	N/A
1001	3S071	5	644	648	N/A
1001	3V072	1	56	56	N/A
1001	4E071	1	113	113	N/A
1001	4F071	2	137	138	N/A
1001	4J072	2	73	74	N/A
1001	4T071	2	137	138	N/A
1001	5R071	1	105	105	N/A
1001	6C071	2	198	199	N/A
1001	6F070	4	191	194	N/A
1001	6F171	2	145	146	N/A
1000	7S071	5	322	326	N/A

_____

Chapter 2

REQUISITIONING, SECURITY, AND HANDLING OF TEST MATERIALS

2.1. Storage of Test Materials. (See AFI 36-2605, paragraph 5.4 and 5.5.)

2.1.1. Protect all AFPTs from review by potential examinees and anyone else whose duties do not require access to tests.

2.1.2. To provide test protection, most AFPTs are marked CONTROLLED TEST MATERIAL.

- CONTROLLED TEST MATERIAL must be safeguarded in the same manner as CONFIDENTIAL material as explained in AFI 36-2605.
- Personnel tests that contain security information described in DoD ISPR 5200.1R and AFI 31-401, *Managing the Information Security Program,* are classified as SECRET, in addition to CONTROLLED TEST MATERIAL.
- All AFPTs listed in AFIND 7 as CONTROLLED TEST MATERIAL must be safeguarded.
- Test administration and scoring manuals are uncontrolled and do not require safeguarding.
- Treat test answer sheets listed in AFIND 7 as CONTROLLED TEST MATERIAL unless completely blank.
- Completed test queries must be properly labeled and safeguarded as CONTROLLED TEST MATERIAL.

2.1.3. Generally only TCOs, TEs, and examinees are allowed access to CONTROLLED TEST MATERIAL.

2.1.4. CONTROLLED TEST MATERIAL must be stored in an approved security container.

- Only the TCO and TEs are authorized to know the security container combination.
- Security container combinations must be changed:
  - at least once every 12 months.
  - whenever anyone knowing the combination is relieved, transferred, under investigation for possible test compromise, or separated.
  - when you know or believe a combination is compromised.
  - when you cannot account for CONTROLLED TEST MATERIAL normally stored in a security container.
  - when you find an unlocked security container.
  - when you start using a new security container.
- Use random combination numbers. Do not use birthdates, AFI numbers, etc.

2.2. Requisitioning Test Materials. (See AFI 36-2605, paragraph 4.1 and figure 4.1.)

2.2.1. Approximately 7 months before each promotion cycle, AFOMS sends a booklet requirement for SKTs, PFEs, and USAFSEs. Refer to paragraph 1.6.4 for additional details.

2.2.2. Order all promotion tests not obtained by booklet requirements letter and all other AFPTs according to procedures in AFIND 7.

2.2.3. Order only AFPTs for which you have a recurring requirement.

2.2.4. Prepare a memorandum in accordance with format in AFIND 7. Figure 2.1 shows a sample requisition memorandum.

2.2.5. Only the TCO or TE may sign the requisition memorandum.

2.2.6. AFPDC sends a Transaction Summary Report (see figure 2.2) listing your order.

- When a requisition is placed on backorder, an edit code of 53 will appear on the report.
- AFPDC sends a status update every 2 to 3 weeks until you receive the order.

2.3. Receipt of Test Materials. (See AFI 36-2605, paragraph 1.13 and figure 4.1.)

2.3.1. Verify that all packages received with test materials contain all the materials indicated on the shipping receipt.

2.3.2. Sign the receipts and return to AFPDC.

- AF Form 310 is usually used as the receipt for classified tests and when the tests are ordered by memorandum or message.
- An AFPT Distribution Voucher is used when the tests are ordered by a Booklet Requirements Survey.
- Return document receipts by first class mail to AFPDC by the suspense date.
  - The suspense is 30 days from shipment for continental United States (CONUS) accounts.
  - The suspense is 45 days from shipment for overseas accounts.
- ***AFPDC WILL FREEZE ACCOUNTS THAT DO NOT RETURN RECEIPTS BY SUSPENSE DATE.***
  - When receipts are not returned on time, it indicates the possible loss of CONTROLLED TEST MATERIAL.
  - An investigation of a possible test compromise must be initiated.

- Accounts are frozen and no additional materials can be shipped to an account until document receipts are received for the previously shipped materials.

2.4. Transfer of Test Materials. (See AFI 36-2605, paragraph 4.4.)
2.4.1. The TCO may transfer surplus tests to another TCO account.
2.4.2. The MAJCOM TCO must approve and monitor all permanent transfers of CONTROLLED TEST MATERIAL.
2.4.3. If transfer of material is intercommand, both MAJCOM TCOs must monitor the transaction.
- The TCO transferring the material must complete an AF Form 310 (see figure 2.3).
- Send copies of the AF Form 310 to:
  - Transferring MAJCOM TCO.
  - Receiving TCO.
  - Receiving MAJCOM TCO.
  - AFPDC which must have TRANSFER written on the top so TMIs can be updated.
2.4.4. Both TCOs must annotate the most recent TMI to reflect the transaction.

2.5. Loan of Test Materials. (See AFI 36-2605, paragraph 4.4.3.)
2.5.1. In an emergency or on a short-notice basis, the MAJCOM TCO can authorize temporary loan of test materials from one TCO account to another.
2.5.2. Attempt to borrow from an account assigned to the same MAJCOM. When this is not possible, borrow test materials intercommand.
2.5.3. If the loan of test material is intercommand, both MAJCOM TCOs must approve by message and monitor the transaction.
2.5.4. The TCO must complete and sign an AF Form 310 (see figure 2.3) documenting this transaction. Send information copies of the AF Form 310 to the MAJCOM TCOs.

2.6. Conducting Test Material Inventories (TMI). (See AFI 36-2605, paragraph 4.2.)
2.6.1. When conducted:
- February, June, and October of each year and whenever the TCO is replaced.
- AFPDC mails TMIs (see figure 2.4) to each TCO account on the 15th day of inspection month. TMI must be completed by the 30th day of following month.
  - AFPDC mails on 15 February; complete by 30 March.
  - AFPDC mails on 15 June; complete by 30 July.
  - AFPDC mails on 15 October; complete by 30 November.
2.6.2. Required items for conducting inventories:
- Two copies of current TMI from AFPDC. Keep one copy and forward one copy to MAJCOM TCO after completion of inventory. (Note: A third copy of the TMI will be required if the TMI is going to be used as the destruction certificate for obsolete test materials as explained in paragraph 2.7.)
- Previous TMI.
- AF Forms 310 for tests transferred from one TCO account to another.
- AF Forms 310 for any AFPTs destroyed for which the TMI listing was not used as the destruction certificate.
- AFPDC distribution voucher(s) for any test(s) received after the TMI date.
- AFIND 7.
- AFI 36-2605.
- AFPAM 36-2620.
- All-TCO letter file.
2.6.3. Inventorying officials:
- TCO and an alternate TE conduct February and October inventories.
- TCO and impartial official conduct the June inventory.
- AFROTC detachments do not conduct the June inventory. For AFROTC detachments, the February inventory is conducted by the TCO and an impartial official.
2.6.4. Impartial official:
- During the month of May, submit a memorandum to base Information Management (IM) (refer to figure 2.5 for sample memorandum format) requesting appointment of an impartial official not associated with MPF (or E&TF when Military Personnel Testing System is part of an E&TF) in grade of CMSgt selectee or above for military and

GS-5 or above for civilian to assist with June inventory. For AFROTC detachments, individuals may have duties associated with the detachment but not with the testing program.

- Notify impartial official of appointment by memorandum (see figure 2.6).
- Brief impartial official on inventory procedures after he or she has read AFI 36-2605, paragraph 4.2 and chapter 5, and AFPAM 36-2620, paragraph 2.7.
- Impartial official must sign statement on first page of TMI indicating he or she has read and understands the inventory procedures as outlined in AFI 36-2605 and AFPAM 36-2620 before beginning the inventory. This statement should not be signed for inventories conducted by TCOs and TEs.
- As part of the inventory, the impartial official must inspect all test storage facilities and verify safe combinations have been changed at appropriate times by checking SF 700, **Security Container Information**.
- The impartial official must verify test booklets by checking front covers only. Impartial official cannot have access to test contents.

2.6.5. Possible TMI conditions:
- Test booklets or language tapes are in the safe and listed on the TMI.
- Test booklets or language tapes are in the safe but not listed on the TMI.
    - Test booklets or language tapes were received by TCO account after TMI was printed. Booklets or tapes can be accounted for on AFPDC distribution voucher.
    - Test booklets or language tapes were transferred to another TCO account. Booklets or tapes can be accounted for on AF Forms 310.
- Test booklets or language tapes are not in safe but are listed on TMI.
    - Booklets or tapes were destroyed and can be accounted for on AF Forms 145 or 310 or previous TMI.
    - Booklets or tapes were transferred to another TCO account and can be accounted for on AF Forms 310 as transferred.
    - Booklets or tapes are missing.

2.6.6. Conducting the inventory:
- For tests and language tapes located in the safe and listed on the TMI, write a "P" in the right margin of the TMI indicating the test is present.
- For tests or language tapes in the safe and not listed on the TMI, check the AFPDC distribution voucher to determine if the items were received from AFPDC after the TMI was printed. If they are listed on the distribution voucher, annotate the TMI by adding the AFPT number, test edition date, quantity, and booklet numbers.
- For tests or language tapes in the safe and not listed on the TMI or the AFPDC distribution voucher, check AF Forms 310 to determine if the tests have been transferred from another TCO. If the tests have been permanently transferred, annotate the TMI with the AFPT number, test edition date, quantity, booklet numbers, and "transferred from (indicate transferring TCO account number)."
- For tests or language tapes not in the safe but listed on the TMI, check AF Forms 145 or 310 to determine if the test has been destroyed since the previous inventory. If test is verified as destroyed, line out the entry, annotate the date of destruction, and record a "D" in the right margin to indicate the tests or tapes were destroyed. Send a copy of the destruction certificate to AFPDC.
- For tests or language tapes not in the safe, listed on the TMI, and not recorded on AF Forms 145 or 310 as destroyed, check the last inventory to see if the tests or tapes were annotated as previously destroyed. If so, line out the entry, annotate the date of destruction, and record a "D" in the right margin to indicate the tests or tapes were destroyed. Send notification of destruction to AFPDC.
- For tests or language tapes not in the safe, listed on the TMI, not recorded on AF Forms 145 or 310 as destroyed, and not listed on last inventory as previously destroyed, check AF Forms 310 to determine if tests or tapes were transferred to another TCO. If the test was permanently transferred, annotate "transferred to (indicate TCO account number to which transferred)" next to entry. If the tests are on loan, annotate "loaned to (indicate TCO account number to which loaned)" next to entry.
- Impartial official (or TCO for TMIs that do not require an impartial official) must initial all additions and changes to the listing.
- Unresolved discrepancies:
    - Summarize unresolved discrepancies in a narrative on the last page of the TMI.
    - Contact AFPDC to resolve discrepancies.
- Initiate a compromise investigation when materials cannot be accounted for.
- When the inventory is completed, TCO and impartial official (or TE for inventories that do not require an impartial official) must sign both copies of the TMI in the appropriate blocks on the last page of the TMI (see figure 2.5).

- Both copies of the inventories conducted by an impartial official must be authenticated by the MPF chief/AFROTC commander. Authentication is not required for inventories that do not require an impartial official.

2.6.7. Disposition of inventory:
- Forward one copy of the annotated TMI, other inventory listings, and a copy of all destruction certificates completed since the previous inventory to the MAJCOM TCO.
- Keep one copy of the TMI locally.
- Only send a copy to AFPDC when the TMI is used as a destruction certificate.

2.7. Destruction of Test Materials. (See AFI 36-2605, paragraph 4.3.)

2.7.1. Obsolete editions of AFPTs can be destroyed upon receipt of revised editions or when authorized by AFIND 7, MAJCOM, or HQ AFPC/DPPAT. Obsolete test materials should be destroyed after each inventory.

2.7.2. A destruction certificate must be completed when test materials are destroyed. Use AF Form 310 (see figure 2.3) or a copy of the TMI when materials are destroyed in conjunction with an inventory. When a TMI is used complete the CERTIFICATE OF DESTRUCTION section at the end of the TMI (see figure 2.4).

- The witnessing official must meet at least TE grade requirements. The TCO and TE must not serve together as the destroying and witnessing officials. Either the TCO or TE can serve as the destroying official. The witnessing official must be from outside the testing organization. ***EXCEPTION:*** *For AFROTC detachments, the witnessing official cannot have duties related to the testing program but can be assigned to the detachment.*
- Prepare a separate destruction certificate for each TCO account when the TMI is not the destruction certificate.
- Make the following entries when an AF Form 310 is used as the destruction certificate:
    - Enter return address and TCO account on the certificate.
    - List the test materials as recorded in AFIND 7. This should match the document cover.
    - Indicate the date on the AFPT cover.
    - Include all digits of the AFPT copy number.
    - Indicate the number of copies being destroyed.
    - Enter the words "LAST ITEM" immediately after the last entry. Do not leave any blank lines.
- Before obsolete materials are destroyed, the destruction and witnessing officials must verify the materials being destroyed are the materials identified for destruction on the AF Form 310 or TMI.
- Destruction and witnessing officials must observe the materials being destroyed and then sign the AF Form 310 or CERTIFICATION OF DESTRUCTION section of the TMI and indicate the date of destruction.
- Send copies of the destruction certificates to AFPDC and the MAJCOM TCO.

2.8. Test Compromise Investigations. (See AFI 36-2605, paragraphs 5.8 and 5.15.)

2.8.1. TCOs/TEs must advise MPF chief (or ESO when Military Personnel Testing System is part of an E&TF) upon identification or notification of a potential compromise situation.

2.8.2. The MPF chief (or ESO) must then report the situation to the installation commander or equivalent.

2.8.3. Installation commander or equivalent takes the following action within 24 hours after being notified of the situation (TCO/TE assists in this process):
- Prepares a summary of circumstances surrounding the possible compromise.
- Indicates names, SSNs, and CAFSCs of all individuals who may be involved in the possible compromise.
    - Indicates names, SSNs, and CAFSCs of all individuals who may benefit from the possible compromise.
    - Indicates test involved with revision number and test date.
- Sends all correspondence as "FOR OFFICIAL USE ONLY - SENSITIVE PERSONNEL DATA."
- Notifies the local Air Force Office of Special Investigations (AFOSI) detachment to conduct an investigation.
- If AFOSI declines to investigate, immediately appoints an investigating officer to conduct an investigation.
- Notifies the MAJCOM Director of Personnel (DP) and Staff Judge Advocate (SJA) of possible compromise by letter or message.
    - Sends courtesy copies to HQ AFPC/ DPPAT. Also sends a courtesy copy to HQ AFPC/DPPPW if compromise involves a promotion test (e.g., SKT, PFE, or USAFSE).
    - Advises the gaining MAJCOM DP and HQ AFPC if personnel implicated in the case have been reassigned.
- Notifies the appropriate special court-martial convening authority when other than the air base group commander.
- Notifies the base SJA.
- Notifies the Mission Support Squadron (MSS) commander to ensure the involved individuals are placed in assignment availability code (AAC) 17 and promotion eligibility status (PES) code B.

2.8.4. MAJCOM TCO keeps HQ AFPC/DPPAT informed of status until case is closed.

2.8.5. When case is closed, the investigating officer prepares a report in triplicate for installation commander, MAJCOM TCO, and HQ AFPC/DPPAT. The report should indicate:

- A comprehensive statement of the extent of the compromise.
- Corrective actions taken.
- Disciplinary action taken.

Figure 2.1. Sample AFPT Requisition Memorandum.

MEMORANDUM FROM YOUR OFFICE SYMBOL   (date)
                              STREET ADDRESS
                              BASE/STATE/ZIP + 4

SUBJECT: Requisitioning AFPTs

TO: AFPDC/AFLO
           2800 EASTERN BLVD
           BALTIMORE MD 21220-2898

Request the following AFPTs be sent to (indicate appropriate TCO account number).

AFPT Number	Date of Test	Requisitioning Code	Number of Copies
DLI Pam 611-4	Feb 91	B	1
DLI Form 101	Aug 89	B	100
DLPT 6329-4A1	May 91	B	2
DLPT 6329-4A1A	May 91	B	1
DLPT 6329-4A1C1	May 91	B	1
DLPT 6329-4A1C2	May 91	B	1
DLPT 6329-4A1C3	May 91	B	1
DLPT 6329-4B1	May 91	B	2
DLPT 6329-4A1A	May 91	B	1
DLPT 6329-4B1C1	May 91	B	1

                                        Signature of TCO/TE
                                        TCO Account (indicate account number)

_____

Figure 2.2. Sample Transaction Summary Report.

TO   :   TCO 1001
FROM: AF PUB DIST CEN BALTIMORE MD
SUBJ: WEEKLY PDO-RAN-MTCO-CTCO TRANSACTION SUMMARY   AS OF 13MAY94

SHORT-TITLE	ITEM DATE	QTY REQUESTED	UR	CODES TD EDIT	QTY SHIP UI	VOUCH NO	CLEAR DATE	DAT RCV
AFPT7S051	AP94	4		53	4	60594	20MAY	11MAY

Figure 2.3. Sample Document Receipt and Destruction Certificate.

DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE		
1. **TO:** 12 MS/DPMPEP 1 Washington Circle Ste 8 RANDOLPH AFB TX 78150-4566	2. **FROM:** 37 MSS/DPMPE-3 1461 Stewart St Ste 4 Lackland AFB TX 78236-5243	3. DATE 10 Mar 95 4. CONTAINER NO.

5. DESCRIPTION OF DOCUMENT(S): *(Indicate overall classification, originator, type (letter, message, plan, etc.), date, unclassified subject title, number of copies, and originator control number and copy number if Top Secret. Also use these data elements for identifying any attachments that would require a receipt if transmitted separately)*

```
//////////////////////CONTROLLED TEST MATERIAL//////////////////////////////
DLPT 6320A, Jun 73, 1 copy, booklet number 0702----------------------
DLPT 6320A-1, Jun 82, 1 copy, booklet number 0511--------------------
DLPT 6320A-3, Feb 81, 1 copy, booklet number 0227-------------------
//////////////////////////LAST ITEM//////////////////////////////////////////
```

TO AVOID TRACER ACTION, RETURN SIGNED RECEIPT BY ⟶	6. DATE 18 Mar 95

DOCUMENT RECEIPT

I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS

7. DATE RECEIVED	8. NAME AND ORGANIZATION	9. SIGNATURE OF RECIPIENT
12 Mar 95	MSSQ/DPME	John L Smith

DESTRUCTION CERTIFICATE

10. THE DOCUMENT(S) LISTED ABOVE WERE ☐ DESTROYED ☐ COMMITTED TO CENTRAL DESTRUCTION FACILITY ON ⟶	11. DATE
12. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL	13. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL

AF FORM **310** NOV 81   PREVIOUS EDITION WILL BE USED

Figure 2.4. Sample Test Material Inventory.

AS OF 15 FEB 94   TEST MATERIAL INVENTORY
MAJOR COMMAND

I have read and understand the sections of AFI 36-2605 and AFPAM 36-2620 dealing with the procedures for inventorying and accounting for CONTROLLED TEST MATERIAL, and my duties and responsibilities in conducting this inventory.

                                        _____
                                        Type Name & Grade and
                                        Signature of Impartial Official

TCO#	PERSONNEL TEST	DATE	QUANTITY	SERIAL NUMBERS	DATE	R OR I
1007	AFPT60	DE72	1	500	05OCT87	R
1007	AFPT60	DE72	174	10402-10575	05MAR93	R
1007	AFPT095A	NO79	1	2031	08MAR89	R
1007	AFPT098E	JA78	1	275	05OCT87	R
1007	AFPT984-1	JA87	1	3	24DEC86	R
1007	DLPT611-4	FB91	2	79-80	11OCT91	R

I certify an inventory and audit of TCO account _____ was conducted on _____ in accordance with AFI 36-2605, paragraph 4.2, and that this inventory is true and correct to the best of my knowledge.

_____   _____
Typed Name & Grade and Signature of TCO   Typed Name & Grade and Signature of
                                                 Inventorying Official

The foregoing inventory/audit of TCO account _____ has been reviewed by the undersigned and appropriate actions initiated to resolve any identified discrepancies.

                                        _____
                                        Typed Name & Grade and Signature of MPF Chief/
                                        Education Services Officer/AFROTC Detachment
                                        Commander

                          CERTIFICATE OF DESTRUCTION

"I certify an inventory and destruction of all items annotated with a "D" on this listing was conducted on _____ in accordance with AFI 36-2605 and that this listing is true and correct to the best of my knowledge."

_____   _____
Name, Grade, and Signature of TCO   Name, Grade, and Signature of Witnessing Official

After completion, retain the original TMI and mail copies to:

   AFPDC/AFLO
   2800 Eastern Blvd
   Baltimore MD 21220-2898

   Your MAJCOM TCO

Figure 2.5. Sample Request for Appointment of Impartial Official Memorandum.

MEMORANDUM FOR (Base IM)   (date)

FROM: (TCO/Office Symbol)

SUBJECT: Request for Appointment of Impartial Official for Test Inventory

     Please appoint an individual to assist in conducting a test material inventory. Per AFI 36-2605, Air Force Military Personnel Testing System, we must conduct an inventory in June with an impartial official who is not assigned to the MPF. The purpose of this inventory is to account for all CONTROLLED TEST MATERIALS assigned to our testing officer. The individual must be in the grade of CMSgt selectee or above if military and GS-5 or above if civilian.

                                                Signature of TCO/TE

_____

Figure 2.6. Sample Appointment of Impartial Official Memorandum.

MEMORANDUM FOR (indicate unit of impartial official)   (date)
                    ATTENTION: (indicate name of impartial official)

FROM: (Indicate address of organization appointing the impartial official.)

SUBJECT: Appointment of Impartial Official for Test Inventory

     You are to conduct the June (indicate year) inventory of military testing accounts (indicate TCO account numbers) along with (indicate grade and name of TCO), Test Control Officer. You must read and become familiar with AFI 36-2605, chapter 5, and AFPAM 36-2620, paragraph 2.6.

     Your duties will include reviewing all test storage facilities and verifying applicable safe combinations were changed at appropriate times. It is vital to the military personnel testing program that all test materials are present and accounted for; however, you are not authorized to view test content. You must view the front cover of each document and annotate its presence on the inventory list. The test control officer will maintain physical security at all times.

     Please contact (indicate grade and name of TCO) at extension (indicate duty phone) prior to (indicate date) to review the documents listed above and coordinate the date the inventory will be conducted.

                                                Signature of MPF Chief (or ESO)

Chapter 3

GENERAL TEST ADMINISTRATION PROCEDURES
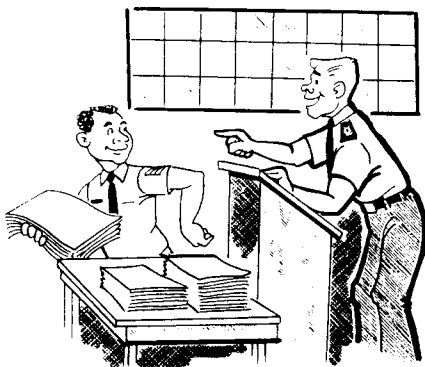
1 REHEARSE THOROUGHLY
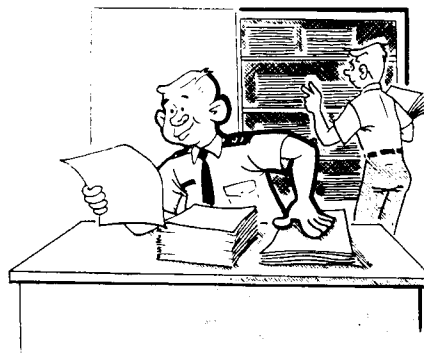
2 PREPARE MATERIAL IN ADVANCE
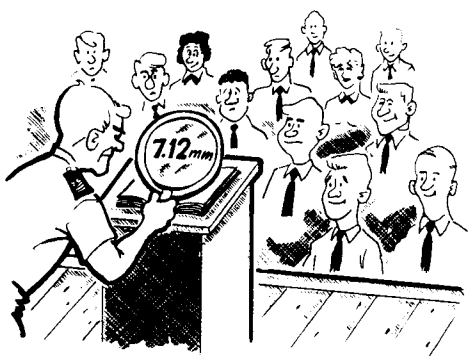
3 FOLLOW THE MANUAL EXACTLY
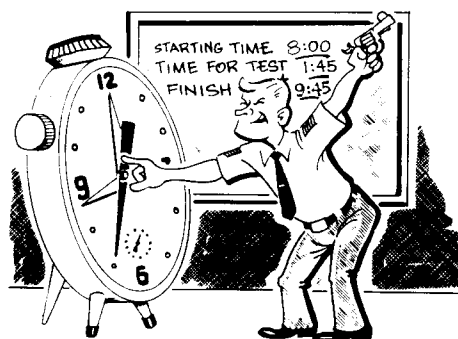
4 TIME THE TEST ACCURATELY
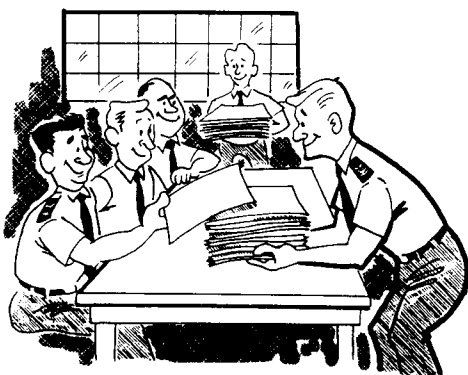
5 COLLECT MATERIALS CAREFULLY
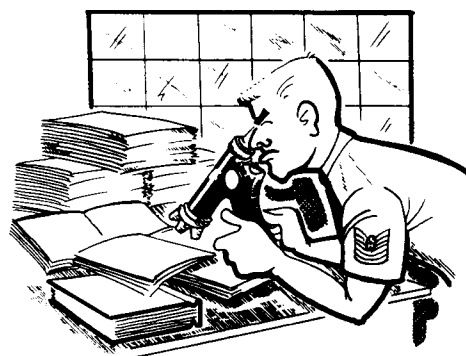
6 CHECK TEST BOOKLETS FOR MARKINGS

3.1. Testing Room Layout. The testing room must be a good testing environment (e.g., comfortable lighting; appropriate temperature, ventilation, and humidity; adequate workspace; and adequate soundproofing to minimize distracting noise). Arrange the testing room as shown in figure 3.1.

3.2. Test Preparation. (See AFI 36-2605, paragraph 3.2.)

3.2.1. Review general test administration instructions and specific test administration manuals.

3.2.2. Obtain the correct number of copies of tests to be administered.

- Review each test booklet to ensure all pages are included and all pages are printed clearly.
- Report discrepancies for PFEs, SKTs, and USAFSEs to AFOMS/OMDVAT.
- Report discrepancies for all other tests to HQ AFPC/DPPAT.

3.2.3. Rehearse directions.

3.2.4. Review test interruption procedures. (Refer to paragraph 3.4.)

3.2.5. Prepare a test roster.

- Use a transmittal letter; AFPT 237, *Test Roster*, or an automated list. Figure 3.2 shows a sample test roster.
- Enter the names, SSNs, and grades of individuals scheduled to take the test on the roster.
- The entries on AFPT 237 are self-explanatory. Enter the TCO account mailing address, TCO account number, and test date. Use a different testing roster for each day of testing and for each type of test. For promotion testing, enter the SKT and PFE on the same roster. Make entries for SKT and PFE on the same line for examinees taking both tests.
- TE name, grade, title, and DSN number should be entered on the roster as shown in figure 3.2.

3.2.6. Inspect testing room.

- Ensure you can see all examinees.
- Allow an overall space of at least 15 square feet per examinee.

3.2.7. Display any locally developed visual aids.

3.2.8. Have a supply of sharpened #2 pencils and scratch paper.

3.2.9. Check the timepiece (electric timer, stopwatch, electric wall clock, or sweep second-hand watch). When possible, use a timer with an auditory signal. Wall clock should be located where it is easy for all examinees to see.

3.3. Test Administration. (See AFI 36-2605, paragraph 3.3.) Proper test administration procedures are crucial. Without standardization (e.g., similar testing room conditions, test instructions, answer sheets), test results are unreliable. An examinee's score can be affected by environmental conditions such as noise level or amount of lighting. Following established procedures and maintaining standardization is vital to the integrity of the Air Force Military Personnel Testing System. Failure to follow proper procedures can disadvantage individuals and invalidate test results.

3.3.1. Assign test proctors, if used, to their areas.

3.3.2. Identify each examinee by comparing SSN on identification card with SSN on test roster.

- Give examinee his or her test booklet.
- Have examinee initial test roster.

3.3.3. Advise examinees they should not take any materials such as books, calculators, or note pads into the testing room.

3.3.4. Members must be in their uniform of the day to test. For AFOSI personnel, this is civilian clothes.

3.3.5. Give examinees answer sheets, scratch paper, and #2 pencils.

3.3.6. Confirm examinees are not ill, fatigued, or distressed and able to test. If an examinee has just completed a long period of hard labor, received an immunization, or completed a full day's work, excuse them from testing.

3.3.7. Give a brief statement about the nature and purpose of the test, how the results will be used, and why it is important to do their best.

3.3.8. Maintain test security and control.

3.3.9. Read any local instructions before the specific AFPT administration instructions.

3.3.10. Place special emphasis on proper marking of the answer sheet (e.g., ovals completely darkened, no smudges or stray marks so it will scan properly).

3.3.11. Read test administration instructions verbatim.

3.3.12. Explain time limits and how you will time the test.

- After giving the signal to start the test:
  - Write down on paper, the hour, minute, and second of starting.
  - Below this time, write the hours, minutes, and seconds of working time for the test as specified in the instruction manual.
- Add these two figures to obtain the exact time when the stop signal should be given. For example:

Starting time: 1451:00
Time limit for test: 45:00
Give signal to stop promptly at: 1536:00

- Write the stop time on the chalkboard or other location easily visible to examinees.
- Advise the examinees every 30 minutes how much time has been used except for tests with subtests (e.g., the ASVAB, AFCT, and AFOQT).
- Ensure examinees stop the instant word is given to stop testing. Failure to comply with this requirement constitutes cheating and invalidates the test. Report this situation per the guidance in AFI 36-2605, paragraph 3.4.2 and in paragraph 3.5 of this pamphlet.

3.3.13. Do not leave an examinee or group of examinees unsupervised during the testing session. *Leaving examinees unsupervised constitutes a test compromise.*

3.3.14. Ensure no examinee leaves the testing room except during tests that have a scheduled break unless the examinee has a medical statement to substantiate the need to take a break. (***NOTE:*** Examinees with a medical statement authorizing a break must be in the presence of an escort at all times during the break.)

- Terminate testing of examinees without a medical statement who leave the testing room after testing has begun. Document testing time completed.
  - Before allowing examinees to leave, explain that testing will be terminated and ask again if they need to be excused.
  - Advise examinees who indicate illness to go to a medical facility for documentation of their condition. Retain answer sheet until request for resumption of testing is resolved. If proper documentation is obtained and resumption of testing is authorized by HQ AFPC/DPPAT, allow examinee to resume testing beginning with last unanswered question with the time remaining from the original administration per guidance in AFI 36-2605, paragraph 3.6.
  - If no medical documentation is obtained or resumption of testing is disapproved, forward examinee's answer sheet to appropriate agency for scoring with a note explaining why testing was terminated.
- Ensure unit WAPS monitors advise members with certain medical conditions (e.g., pregnancy) of the requirement for a medical excuse to be allowed to take a break during testing. Check AF Form 422, **Physical Profile Serial Report**, to identify these members and make arrangements for an escort.

3.3.15. Ensure good testing conditions are maintained. Do not conduct testing when environmental conditions are so extreme they could interfere with concentration.

- Testing room should be quiet. Frequent or loud noises interfere with test performance.
- Provide adequate, comfortable lighting. Avoid shadows and strong glare on work surfaces.
- Control the ventilation, temperature, and humidity.
- If unfavorable conditions occur during testing, correct the problem and continue testing.
- When the problem cannot be immediately resolved, follow the test interruption procedures outlined in paragraph 3.4.

3.3.16. Account for all CONTROLLED TEST MATERIAL before dismissing an examinee.

3.3.17. Ensure ovals corresponding to information blocks on answer sheets have been properly coded.

3.3.18. Ensure individuals being tested sign and date their answer sheet.

3.3.19. Ensure examinee wanting to complete an AFPT 230, AFPT Query, completes the query before leaving the testing room. (***EXCEPTION:*** When examinee needs to conduct further research before completing query, you may hold it for up to 5 duty days. See paragraph 3.6 of this pamphlet for more details.)

3.4. Test Interruptions. (See AFI 36-2605, paragraphs 3.5 and 3.6.) Carefully follow the procedures for each type of test interruption as indicated below. After a test interruption, notify HQ AFPC/DPPAT and MAJCOM TCO by message or phone and document details of test interruption:

- Reason testing was terminated.
- AFPT being administered.
- Number of examinees involved.
- Specific procedures followed.
- Projected date testing is to be resumed.
- NOTE: For all test interruptions, apply the same resolution to every examinee (e.g., if there is an extended break, do not allow some examinees to resume testing the same day and others to test at another time).

3.4.1. Promotion Tests.

3.4.1.1. Promotion Test Emergency Interruption (e.g., fire or bomb threat that requires immediate evacuation of testing facility). See AFPT 250, Instructions for Administering USAF Promotion Tests (SKTs, PFEs, and USAFSEs), pages 11-12 for additional instructions.
- Note elapsed time of testing session.
- Collect materials as quickly as possible.
- Evacuate testing room.
- Keep examinees in a group and under your supervision.
- Remind examinees that discussion of test material is prohibited and violations constitute a test compromise.
- If examinees were kept under supervision at all times, use the following procedures when you resume testing:
    - Have examinees continue test on the same answer sheets.
    - Allow examinees to go back to previously answered questions and make any changes they want.
    - Complete testing in the time remaining from the original testing session.
- When situation is not resolved and an alternate test site cannot be obtained in 30 minutes, schedule examinees to finish testing later in the day or the next day.
    - On a new answer sheet, in the block labeled THIS AREA FOR PERSONNEL USE, indicate the last question the examinee answered during original testing session and line through all answer blocks prior to and including the last question answered. This includes all unanswered questions before the last question actually answered.
    - Complete testing in the time remaining from the original testing session.
    - Have each examinee consolidate his or her responses from original and new answer sheets onto a new (third) answer sheet when testing is completed.

3.4.1.2. Promotion Test Nonemergency Interruption (e.g., high noise level, power failure, extreme heat or cold). See AFPT 250, pages 11-12 for additional instructions.
- Try to resolve situation as quickly as possible.
- When situation cannot be resolved quickly, terminate testing and record elapsed time of testing session.
    - Collect test materials.
    - Keep examinees in a group and under your supervision.
    - Remind examinees that discussion of test material is prohibited and violations constitute a test compromise.
- If an alternate site can be located in 30 minutes, resume testing.
    - Use the same answer sheets.
    - Allow examinees to go back to previously answered questions and make any changes they want.
    - Complete testing in the time remaining from the original testing session.
- When an alternate site cannot be located:
    - Advise examinees that testing will be rescheduled. Reschedule as soon as possible.
    - Provide examinees 3 minutes to review the completed portion of their test to change previously answered questions or answer questions they skipped. Tell examinees this is their last opportunity to make changes to this portion of the test. Note elapsed time of testing session including the 3-minute review.
    - Before beginning the new testing session, indicate on a new answer sheet, in the block labeled THIS AREA FOR PERSONNEL USE, the last question the examinee answered during the previous testing session. Line through all answer blocks prior to and including the last question answered. This includes all unanswered questions before the last question answered.
    - Complete testing in the time remaining from the original testing session.
    - Have each examinee consolidate his or her responses from original and new answer sheets onto a new (third) answer sheet when testing is completed.

3.4.2. AFOQT Interruption. See AFPT 983, page 7 for additional instructions.
- If possible, record the time remaining for the subtest being taken when the interruption occurs.
- Collect test materials.
- Locate alternate testing site or schedule examinees to finish testing at another time.
- If you were able to record the time, instruct examinees to resume testing where they stopped. Use the same answer sheet. Allow examinees the remaining time to complete the subtest.
- If you were not able to record the time, instruct the examinees to resume testing at the beginning of subtest they were completing when the interruption occurred. Use a new answer sheet. When examinees finish testing have them consolidate original and new answer sheets onto another new (third) answer answer sheet.

3.4.3. Basic Attributes Test (BAT) Interruption. (See Basic Attributes Tester Operator's Manual (BOM), page 30.) Shut down the system by following the steps indicated below:

- Press the CNTRL, ALT, and DEL keys simultaneously. The BAT screen will go blank and then return to DAILY START-UP PROCEDURES.
- Turn the power ON/OFF switch on the power director to the OFF position.
- *WARNING: If the power ON/OFF switch is turned off without first completing the CTRL-ALT-DEL step, the candidate's testing data will be corrupted.*
- Complete the following steps to resume testing:
  - Power machine back up.
  - Allow DOS to reboot.
  - Re-enter BAT software system.
  - Reselect candidate under test.
  - Re-enter test battery -- test battery will restart at place in battery where power was interrupted.

3.4.4. Test Interruption For All Other Tests.

3.4.4.1. Emergency Interruption (e.g., fire or bomb threat that requires immediate evacuation of testing facility).

- Note elapsed time of testing session.
- Collect materials as quickly as possible.
- Evacuate testing room.
- Keep examinees in a group and under your supervision.
- Remind examinees that discussion of test material is prohibited and violations constitute a test compromise.
- If examinees were kept under supervision at all times, use the following procedures when testing is resumed:
  - Have examinees continue test on the same answer sheets.
  - Complete testing in the time remaining from the original testing session.
- When the situation is not resolved and alternate test site cannot be located, schedule the examinees to finish testing as soon as posible. Follow these procedures when testing is resumed:
  - Use a new answer sheet. Line through all answer blocks prior to and including the last question the examinee answered during the previous testing session. This includes all unanswered questions before the last question actually answered.
  - Have each examinee consolidate his or her responses from original and new answer sheets onto a new (third) answer sheet when testing is completed.

3.4.4.2. Nonemergency interruption (e.g., high noise level, power failure, extreme heat or cold).

- Seek to resolve situation as quickly as possible.
- When the situation cannot be resolved quickly, terminate testing and record elapsed time of testing session.
  - Collect test materials.
  - Keep examinees in a group and under your supervision.
  - Remind examinees that discussion of test material is prohibited and violations constitute a test compromise.
- If an alternate site can be located in 30 minutes, resume testing:
  - Use the same answer sheets.
  - Complete testing in the time remaining from the original testing session.
- When the situation is not resolved and an alternate site cannot be located, schedule examinees to finish testing as soon as possible. Follow these procedures when testing is resumed:
  - Use a new answer sheet. Line through all answer blocks prior to and including the last question answered during the previous testing session. This includes all unanswered questions before the last question answered.
  - Complete testing in the time remaining from the original testing session.
  - Have each examinee consolidate his or her responses from original and new anser sheet onto another new (third) answer sheet when testing is completed.

3.5. Cheating. (See AFI 36-2605, paragraph 3.4.2.)

3.5.1. Examples of cheating include:

- Copying another examinee's answers.
- Not following instructions.
  - Turning back to completed subtests or turning ahead to the next subtests.
  - Marking answers after time has expired.
- Using unauthorized equipment.
- Referring to personal notes or papers.
- Making notes and removing them from testing room.

3.5.2. If an examinee cheats, terminate testing.

3.5.3. Notify referral source if examinee is a civilian (e.g., the recruiter) or commander if examinee is military.

3.5.4. Mail examinee's answer sheet following procedures for a normal test administration, but include a note explaining testing was terminated due to cheating.

- Test results will be invalidated but test administration counts as an official administration.
- Individual will not be allowed to retest until specified retest interval has elapsed.

3.6. Test Queries. (See AFI 36-2605, paragraph 4.5.2.)

3.6.1. USAF Promotion Test Queries (for SKTs, PFEs, and USAFSEs). Mail and safeguard all completed test queries as CONTROLLED TEST MATERIAL.

- Per instruction manual (AFPT 250, page 9), advise examinees to bring any items they want to query as being obsolete or faulty to your attention at the end of the testing session.
- Check the AIG 8421 Obsolete/Faulty Question Listing to determine if the question has already been identified for deletion from scoring. If item has already been identified for deletion, inform the examinee that this item will not be scored.
- Provide an AFPT 230, Test Query, to the examinee if the question has not been identified for deletion. Figure 3.3 shows a sample AFPT Query.
- Instruct examinee to complete Parts I and IV.
- Inform examinee he or she has 5 workdays to research the question and return with references or documentation to support the query. A specific supporting reference is not mandatory for an examinee to submit a query. Remind examinee that discussion of test materials with others is prohibited and constitutes a test compromise.
- Suspense a partially completed AFPT 230 for 5 workdays from the date the examinee took the test.
    - If the examinee does not return to complete the query within 5 workdays but it contains information in either the SOURCE REFERENCE or QUERY JUSTIFICATION blocks of PART IV, mail to AFOMS.
    - If the examinee does not return to complete the form within 5 workdays and it does not contain information in either the SOURCE REFERENCE or QUERY JUSTIFICATION blocks, destroy the form as CONTROLLED TEST MATERIAL. Document this action in a Memo for Record and maintain in your file for 1 year.
- Complete Part II of the form after the examinee has completed Parts I and IV. The address in the REPLY TO ATTN OF block must not be hand-written.
- Follow mailing instructions as specified in paragraph 3.7 of this pamphlet when forwarding a query to AFOMS.
- *NOTE: USAF Promotion Test Queries are sent to a different location than WAPS answer sheets (see paragraph 3.7.7).*

3.6.2. Other Test Queries.

- At completion of testing, examinees can record their query on an AFPT 230. Non-WAPS items are not deleted until the test is revised and new test norms are developed.
- Change the address in Part II of AFPT 230 to ATFL-EST-M for all Defense Language Proficiency Test (DLPT)/Defense Language Reading Proficiency Test (DLRPT)/Defense Language Aptitude Battery (DLAB) queries and send to the Foreign Language Center in Presidio of Monterey, CA as specified in paragraph 3.7.7.
- Change the address in Part II of AFPT 230 to HQ AFPC/DPPAT for all other non-WAPS queries and mail to AFPC as specified in paragraph 3.7.7.

3.7. Mailing Test Materials (AFI 36-2605, table 3.1, paragraph 4.5, and chapter 5). General guidelines:

- Double-wrap all CONTROLLED TEST MATERIAL.
- Completely seal all open seams and ends of package.
- Do **NOT** indicate on outer wrapper that package contains AFPT materials.
- Mark top, bottom, and both ends of inner package: "CONTROLLED TEST MATERIAL. DO NOT OPEN: FOR TEST CONTROL OFFICER ONLY."
- Stamp controlled test material warning over tape seal so any attempt to compromise contents can be detected.
- Maintain positive control over CONTROLLED TEST MATERIAL until it is receipted by postal authorities.
- Use an AF Form 310 for all AFPT materials except test answer sheets, BAT disks, and test queries.
- Maintain a control log documenting the mailing of all CONTROLLED TEST MATERIALS. See sample control log shown in figure 3.3.

3.7.1. General Guidelines for Mailing of Test Answer Sheets:

- Verify actual number of answer sheets and tests and number indicated on the test roster are the same.
- Ensure test roster is properly completed per procedures in paragraph 3.2.5 of this pamphlet.
- Draw a line through the name of any examinee listed who was not tested.
- Mail original copy of test roster with the answer sheets. Make copies of all test rosters for your file.

- Arrange answer sheets under the test roster in the same order as the names appear on the roster. For promotion testing, put each examinee's PFE and SKT answer sheets together.
  - Enter the number of answer sheets being sent on the roster (see figure 3.2). Do not include more than 300 answer sheets in each package.
  - Do not use staples, paper clips, or rubber bands to attach answer sheets to the test roster.
- Arrange each test roster in the order of date or testing session.
- Make an entry in the **TCO Control Log** (see figure 3.4) documenting the mailing of the package.
  - Maintain a separate log for each TCO account.
  - Make a new log for each calendar year.
  - Include destination, container number, and date sent.
  - Number packages sequentially.
- Package test answer sheets as follows:
  - Type or computer-generate two address labels and a certified mail slip with the address where you are sending the answer sheets.
  - Sandwich test rosters and answer sheets between two pieces of cardboard to prevent bending or other damage. The scanner will not score damaged answer sheets.
  - Place in a 9 1/2- by 12-inch envelope and cover seams and edges with reinforced brown paper tape.
  - Place address label on the envelope.
  - Stamp the edges of the paper tape and address label with the CONTROLLED TEST MATERIAL stamp.
  - Stamp return address and print the TCO number, package number, and number of answer sheets enclosed under the return address.
  - Put address label on second envelope (the outer envelope).
  - Stamp return address and then print the TCO number, package number, and number of answer sheets enclosed under the return address. *Do not indicate on outer envelope that package contains test materials.*
  - Complete an AF Form 12, **Accountable Container Receipt**, to be signed by the administration or base information transfer system (BITS) personnel.
  - Take package to administration (DPMZ) or hand-carry package to BITS. *All answer sheets must be sent by certified mail.*
- Staple signed AF Form 12 and Postal Service Form 3800, **Certified Slip** (form used by post office), to file copy of test roster and file in TCO Control Log.
- Comply with procedures specific to each type of answer sheet.

3.7.2. Mailing of SKT/PFE/USAFSE Answer Sheets:

- Include package control number in the return address. For example:

  45 MSS/DPMPP (TCO 9078-001-010)
  620 O'Malley Road
  Patrick AFB FL 32925-3344
  FOR OFFICIAL USE ONLY

- Package control number includes TCO account number (9078), package number (001), and number of answer sheets (010) in the package.
- Keep WAPS and USAFSE answer sheets separate with their own test rosters. However, they may be mailed in the same package. When they are mailed in the same package, use a separate package control number for each TCO account. For example, first line of address above would be changed to:
  - 45 MSS/DPMPP (TCO 9078-001-010) or (TCO 1655-001-010).
  - Answer sheets are included from both account number 9078 (SMSgt or CMSgt USAFSEs) and account number 1655 (SSgt, TSgt, or MSgt SKTs and PFEs).
- Record package control number in TCO Control Log (see figure 3.4) as explained in paragraph 3.7.1. If WAPS and USAFSE answer sheets are enclosed in the same package, make an entry in the TCO Control Log for each account.
- Mail daily, if possible, but not more than 6 calendar days after testing.
- Mail answer sheets you receive from STCOs within 6 calendar days of your receipt.
- If late, include a memorandum explaining why answer sheets are late.
- Mail to:

      HQ AFPC/DPPPWT
      550 C Street West, Suite 9
      Randolph AFB TX 78150-4711

- Occasionally, to reduce the number of nonweighables, HQ AFPC/DPPPW will authorize overnight mailing (Express Mail) of WAPS/USAFSE answer sheets. They will provide instructions by message or CRTGRAM. Express mail provides the same level of protection as certified mail.
  - Do not prepare a certified mail slip.
  - Double-wrap as specified in paragraph 3.7 of this pamphlet.
  - Prepare a memorandum requesting overnight service (see figure 3.5).
  - Mail package to HQ AFPC/DPPPWT.

3.7.3. Mailing of AFOQT Answer Sheets:
- Mail within 1 workday or include a memorandum explaining why answer sheets are late.
- Send to:

      HQ AFPC/DPPAT
      550 C Street West, Suite 10
      Randolph AFB TX 78150-4712

3.7.4. Mailing of DLPT/DLRPT/DLAB Answer Sheets:
- Send monthly to:

      DLI/FLC
      ATFL-EST-M
      ATTN: Test Control Officer
      Building 631, Room 16
      Presidio of Monterey CA 93944-5006

- Do not include test rosters or memorandums of transmittal.
- Include examinees' Privacy Act statements.
- Before mailing answer sheets, ensure the following items are correctly filled in and the corresponding bubbles completely blackened:
  - Name.
  - SSN.
  - Skill.
  - Language code.
  - Test form.
  - Date of test.
  - TCO number (last 3 digits).
  - Service.
  - Rank.
  - Sex.
  - First language.
- Also verify the following conditions:
  - No staples, holes, or tape.
  - Sheets not torn, folded, or dirty.
  - Clean erasures and no extraneous marks.

3.7.5. Mailing of BAT Disks. BAT disks should normally be sent by modem. If the BAT results cannot be sent via modem, mail the primary TPS download disk within 1 workday to:

      PCSM Program Management Office
      Test Processing Station Operator
      151 J Street E, Ste 2
      Randolph AFB TX 78150-4343

- Handle the mailing of BAT disks the same as for completed answer sheets as explained in paragraph 3.7.1.
- Send by certified mail.

3.7.6. Disposition of Other Test Answer Sheets (e.g., Armed Forces Classification Test (AFCT) and Electronic Data Processing Test (EDPT):

- Maintain locally as CONTROLLED TEST MATERIAL for 6 months then destroy.

3.7.7. Mailing of Test Queries:

- Send all test queries by registered mail.
- Send all test queries within 1 workday of test administration. (***EXCEPTION:*** A promotion test (e.g., SKT, PFE, or USAFSE) query can be held for up to 5 days to allow examinee time to obtain documentation to substantiate a query. The query should be submitted within 1 workday after examinee completes the query.)
- Send *SKT/PFE/USAFSE* queries to:

    AFOMS/OMDVOV
    1550 5th Street East
    Randolph AFB TX 78150-4449

- Send DLPT/DLRPT/DLAB queries to:

    ATFL-EST-M
    Foreign Language Center
    ATTN: Test Control Officer
    Building 631, Room 16
    Presidio of Monterey CA 93944-5006

- Send *other test queries* to:

    HQ AFPC/DPPAT
    550 C Street West, Suite 10
    Randolph AFB TX 78150-4712

3.7.8. Mailing of Test Materials Other Than Answer Sheets or Test Queries:

- Include two copies of AF Form 310. See figure 2.1.
- Affix a label to inner package that reads:
  FOR TEST CONTROL OFFICER ONLY. THIS PACKAGE CONTAINS AFPT NR. _____COPIES NUMBERED ____ THROUGH ____.
- Send by *registered* mail.

Figure 3.1. Testing Room Layout.

Figure 3.2. Sample Testing Roster.

AFPT 237, 1 JAN 95

TESTING ROSTER

PAGE ____ OF ____ PAGES

TESTING OFFICE ADDRESS
(EXAMPLE: 1 MSS/DPMPP
45 Nealy Ave Ste 222
Langley AFB VA 23665-2096)

47 MSS/DPMPPT
635 5TH ST STE 5
Laughlin AFB TX 78843-5258

TCO NUMBER	NUMBER OF ANSWER SHEETS ATTACHED
1505	3

DATE OF TEST
23 Apr 96

INSTRUCTIONS

1. Obtain information required below from appropriate unit personnel offices.
2. Place entries for examinees taking both SKT and PFE on same line.
3. Have examinees initial (CHECK-IN column) and enter test booklet number in the appropriate column when issued test material.
4. Redline names of examinees for whom test answer sheets are not being submitted.
5. Attach answer sheets in the same order as names appear on this roster.

FOR HQ AFMPC ANSWER SHEET PROCESSING

DATE PROCESSED
PACKAGE NO.
SHEET COUNT
CERT PKG NO.
NUMBER OF ROSTERS
PROCESSED BY (INITIALS)

NAME (LAST) (FIRST) (MI)	SSN	PAY GRADE	TEST BOOKLET NO.	REV NO.	AFPT NO.	CHECK-IN (INITIALS)	SCORE	TEST BOOKLET NO.	REV NO.	AFPT NO.	CHECK-IN (INITIALS)	SCORE
Brown, Susan	987-65-4321	CIV	0291	Q1	984-1							
Jones, Janice	567-89-1234	CIV	0292	Q2	984-2							
Smith, John	123-45-6789	CIV	0293	Q1	984-1							

William Smith, GS-6, Test Examiner

Figure 3.3. Sample AFPT Query

CONTROLLED TEST MATERIAL (When Filled In)

AFPT QUERY

INSTRUCTIONS

1. Complete PART I on the front side of this form accurately and completely.
2. The specified AFPT Number, Revision Number, and Edition Date are located on the front of your test booklet.
3. After completing PART I on the front side of this form, turn the form over and complete PART IV on the reverse side.
4. In the QUESTION CONTENT block in PART IV, copy the entire question, word-for-word..
5. In the QUERY JUSTIFICATION block in PART IV, include the specific justification supporting your query.

6. If you need to leave the testing room to obtain reference materials required to substantiate your query, you may do so after completing PART I and copying the entire question, word-for-word, in the QUESTION CONTENT block of PART IV on this form. YOU WILL NOT BE ALLOWED ACCESS TO THE ACTUAL TEST WHEN YOU RETURN. You must return within 5 workdays of today's date to complete the remainder of PART IV on this form.
7. After completing this form, give it to the test examiner for processing to the AF Occupational Measurement Squadron (AFOMS)

YOU ARE PROHIBITED FROM DISCUSSING THE CONTENTS OF THIS FORM (ORALLY OR IN WRITING) WITH ANYONE EXCEPT THE TEST CONTROL OFFICER OR TEST EXAMINER. VIOLATIONS OF THIS PROHIBITIION ARE PUNISHABLE UNDER THE UCMJ.

PART I, TO BE COMPLETED BY EXAMINEE.

NAME OF EXAMINEE *(Print Last Name, First, Middle Initial)*	EXAMINEE'S GRADE	ORGANIZATION/OFFICE SYMBOL	TODAY'S DATE
Johnson, Tanya L.	E-5	601 MSS/DPMPE	18 Jan 95

SIGNATURE OF EXAMINEE	AFPT NUMBER	REVISION NUMBER	EDITION DATE	QUESTION NUMBER
Tanya L. Johnson	6F171	03	1 Jan 95	95

PART II, TO BE COMPLETED BY TEST CONTROL OFFICER OR TEST EXAMINER

REPLY TO ATTN OF:
 	
SUBJ: AFPT QUERY
TO: AFOMS/OMDVOV
        1550 5TH STREET EAST
        RANDOLPH AFB TX 78150-4449
	NAME OF TEST CONTROL OFFICER OR TEST EXAMINER *(Print Last Name, First, Middle Initial)*
	Gillman, Dennis
	
	SIGNATURE OF TEST CONTROL OFFICER OR TEST EXAMINER
	Dennis Gillman
		TCO ACCOUNT NUMBER 105S
		
		DSN NUMBER 276-3259
		
		DATE 18 Jan 95

PART III, TO BE COMPLETED BY AFOMS

QUERY NUMBER		DATE REC'D	INITIALS	DELETED YES ☐ NO ☐
TMP CODE				ANNOUNCED YES ☐ NO ☐
		☐ DELETED REASON:		
		☐ SCORED		

CONTROLLED TEST MATERIAL (Test Material) (When Filled In)

AFPT 230, 1 JAN 93   **PREVIOUS EDITION IS OBSOLETE**

Figure 3.3. Continued.

CONTROLLED TEST MATERIAL (When Filled In)

PART IV, TO BE COMPLETED BY EXAMINEE				
QUESTION NUMBER *95*	SOURCE REFERENCE *CDC 6 F 151*	PARAGRAPH *7*	PAGE *15*

QUESTION CONTENT

95. Which of the following methods is most commonly used To Add Numbers?

A. Abacus
B. Slide Rule
C. Adding machine
D. Long hand on paper

QUERY JUSTIFICATION *(Privide specific documentation (for example, T.O./page change, message change).)*

Adding machine is obsolete. Calculators are now the most commonly used method.

RECOMMENDATION(S)

☒ Delete question from scoring.

☐ Do not delete question from scoring but provide information to next team of Subject-Matter Experts.

CONTROLLED ITEM TEST MATERIAL (When Filled In)

AFPT 230, 1 JAN 93 (REVERSE)

Fgure 3.4. Sample Control Log.

TCO ACCOUNT NUMBER 1655   **CONTROL LOG**   FOR CY 1995

PACKAGE NUMBER	FORWARDED TO	DATE SENT	REMARKS
1655-001-023	HQ AFPC/DPPPWT	5 JAN 95	
1655-002-022	HQ AFPC/DPPPWT	6 JAN 95	Includes out of cycle Sgt Sands
1655-003-022	HQ AFPC/DPPPWT	9 JAN 95	
1655-004-005	HQ AFPC/DPPAT	10 JAN 95	
1655-004-021	HQ AFPC/DPPPWT	10 JAN 95	
1655-005-026	HQ AFPC/DPPPWT	12 JAN 95	
1655-006-029	HQ AFPC/DPPPWT	13 JAN 95	
1655-007-024	HQ AFPC/DPPPWT	18 JAN 95	
1655-008-026	HQ AFPC/DPPPWT	19 JAN 95	
1655-009-025	HQ AFPC/DPPPWT	20 JAN 95	
1655-010-028	HQ AFPC/DPPPWT	24 JAN 95	
1655-011-023	HQ AFPC/DPPPWT	25 JAN 95	
1655-012-021	HQ AFPC/DPPPWT	27 JAN 95	

_____

Figure 3.5. Sample Overnight Delivery Memorandum.

MEMORANDUM FOR (indicate MSPE office symbol)   (date)

FROM (indicate TCO office symbol)

SUBJECT: Request for Overnight Delivery

        Request the attached package be express-mailed to HQ AFPC. It contains information that is required by the Enlisted Promotions Branch to properly evaluate an individual's promotion opportunity.

        This package does not contain classified materials nor does it contain anything of monetary value. Your assistance is appreciated.

                                        Signature of TCO/TE

Attachment:
Package

                    SHIP TO: HQ AFPC/DPPPWT
                                550 C STREET WEST, SUITE 9
                                RANDOLPH AFB TX 78150-4711

            POINT OF CONTACT: Mr Boulay (210-652-4221)

Chapter 4

WEIGHTED AIRMAN PROMOTION SYSTEM

(AFI 36-2605, chapter 3 and attachment 10; and AFPT 230, *Instructions for Administering Air Force Promotion Tests (SKTs, PFE, and USAFSEs)*)

4.1. Scheduling.

4.1.1. Unit Eligible for Promotion Testing Rosters (figure 4.1), Unit Airman Ineligible for Promotion List (figure 4.2), and MPF Eligible for Promotion Testing Roster (figure 4.3) are sent from HQ AFPC to MPFs approximately 45 days prior to the beginning of each testing cycle.

4.1.2. The Unit Eligible for Promotion Testing Roster has two parts:
- Part I contains the names of individuals eligible to test.
- Part II contains the names of individuals who are eligible to test, but have quality force indicators (e.g., Unfavorable Information File (UIF) or Weight Management Program).

4.1.3. Verify currency of the rosters.
- Check with the UIF monitor to see if there are changes to the UIF.
- Check reenlistment eligibility codes of members on the roster to identify anyone with a code of 2X. Code 2X indicates member has been denied reenlistment and is ineligible for promotion.

4.1.4. A member must be recommended by his or her commander to be eligible to compete for promotion. Send testing rosters with memorandums similar to those in figures 4.4 and 4.5 to the unit commanders. This procedure is explained in AFMAN 36-2622, *Volume, I, Personnel Data Systems End Users Manual* (formerly AFM 30-130).
- If the commander recommends everyone in Part I and Part II of the Unit Eligible for Promotion Testing Roster, he or she simply signs and dates each part of the roster and returns the original to the MPF career enhancement section.
- If the commander does not recommend a member for promotion, he or she lines through the member's name, initials, and prepares a Memorandum of Nonrecommendation for Promotion in accordance with AFI 36-2502, *Airman Promotion Program* (formerly AFR 39-29), and AFMAN 36-2622 (formerly AFM 30-130). The commander sends the memorandum to the career enhancement section to update and file in member's record. Figure 4.6 shows a sample Memorandum of Notification of Nonrecommendation for Promotion.
- Carefully screen members on the Unit Ineligible Testing Roster to ensure a member's status has not changed.

4.1.5. Identify dates available for testing during the cycle.

4.1.6. Assign test dates to eligible members and maintain a consolidated listing of all members scheduled for testing.

4.1.7. Annotate test date on the Unit Eligible for Promotion Testing Roster and forward with Testing Notification Report on Individual Person (RIP) (see figure 4.7) to units.
- Members wishing to test must sign and date the acceptance indorsement indicating they accept the testing date.
- Members not wishing to test must sign and date the declination statement. Tell members a declination makes them ineligible for testing and promotion until the next promotion cycle.

4.1.8. As the promotion testing RIPs are returned, annotate any changes on the consolidated listing of testing dates. For example, if a commander nonrecommends a member to compete for promotion, remove that member's name from the roster and use the slot for another member.

4.1.9. After all promotion testing RIPs are returned, determine the number of seats, by date, available for members who need to reschedule and for new eligibles.

4.1.10. Test airmen prior to permanent change of station (PCS) or temporary duty (TDY) in accordance with AFI 36-2605, paragraphs A10.10.1 and A10.10.2.

4.1.11. The MPF chief approves requests for out-of-cycle testing as outlined in AFI 36-2605, paragraph A10.11.

4.2. Rescheduling of Test Date.

4.2.1. Only unit commanders may approve test date changes. Most rescheduling will be prompted by emergencies and members going TDY. Do not reschedule members to accommodate personal leave.

4.2.2. Members must be prepared to test at any time during their testing cycle. Do not reschedule test dates because a member wants additional study time.
- Members who will depart PCS during the testing cycle should be tested BEFORE departing. Do not delay testing due to PCS. Test members not able to test prior to departure immediately upon arrival at new duty station.

- Members who will depart TDY during the testing cycle should be tested BEFORE departing if their TDY extends to the last week of the testing cycle or beyond. Do not delay testing due to TDY. Members who you are unable to test prior to departure should be tested at their TDY location when the TDY location administers promotion tests.
- A member must have access to study reference material at least 30 days prior to test date. Reschedule members who have not had 30 days study time since receipt of study materials. If this necessitates out-of-cycle testing, follow the steps indicated in paragraph 4.7.
- A member can also be rescheduled when he or she has been TDY for a contingency. See paragraph 4.3.

4.2.3. Upon approval by the commander of a testing date change, the WAPS monitor must either send or hand-carry the approval letter to the career enhancement section, or the member must come and initial the change on his or her promotion testing RIP.

4.2.4. Enter new test date on the old promotion testing RIP. Do not reaccomplish the RIP.

4.3. Delay in Testing Due to Contingency TDY.

4.3.1. A member deploying for at least 90 days in support of a contingency operation can receive 60 calendar days preparation time (30 days personal time and 30 days study time) upon return to home station before testing.

- For a member to qualify, TDY orders must cite the specific contingency operation (e.g., Operation Desert Storm). Check with MPF personnel readiness section and verify member's orders.
- Members are responsible for ensuring they receive the authorized personal or study time.
- Testing earlier than 60 days after return from deployment constitutes waiving right to full 60 days preparation time.
- Leave taken after deployment is considered personal time. However, a member does not have to take leave to receive the full 60 days of study time.
- Conduct testing 60-75 days after return from deployment.

4.3.2. Members deployed in support of a contingency operation for less than 90 days may receive a delay in testing of up to 30 days.

- To qualify, the orders must indicate the specific contingency operation.
- Delay testing upon request from the unit commander.
- Commander should base delay on duration of deployment and conditions at the deployed location.

4.4. First-Time No Shows.

4.4.1. Write "no-show for testing" and sign promotion testing RIP signed by member acknowledging original test date.

4.4.2. Within 24 hours of testing no-shows, notify unit commanders in writing. See figure 4.8 for sample memorandum. Include:

- Date of missed appointment and promotion testing cycle.
- Address of appropriate CC, CCQ, or SGAQ.
- Member's grade, name, and SSN.
- A suspense for commander's response within 5 workdays.

4.4.3. Commanders should only approve new test dates if members have a valid reason for failing to report as scheduled.

- Factors to consider when commanders make their decision should include:
  - Whether member was properly notified of test date.
  - Whether failure was beyond member's control (e.g., hospitalization, illness, emergency leave, short-notice TDY, hazardous travel conditions).
  - Whether member attempted to notify the commander, WAPS monitor, or MPF prior to testing appointment to accomplish rescheduling.
- The following reasons should not be considered favorably:
  - Oversleeping.
  - Time or date recorded on calendar incorrectly.
  - Reporting to wrong building.
  - Reporting late.

4.4.4. Call the unit and advise them of the no-show and find out if they want to come and pick up the memorandum.

4.4.5. Suspense copy of no-show memorandum with promotion testing RIP awaiting commander's reply.

- If the commander approves a new test date, notify member of new date and have him or her sign the promotion testing RIP acknowledging notification of new test date.
- If the commander disapproves rescheduling, update the PES code to "P" and forward the promotion testing RIP for filing in the member's Unit Personnel Record Group (UPRG).

4.5.   Second Time No-Shows.

4.5.1. Prepare a memorandum similar to the sample shown in figure 4.9. Include:
- Date and promotion testing cycle in subject block.
- Address of appropriate unit CC, CCQ, or SGAQ.
- Member's grade, name, SSN, and appropriate promotion cycle in the body of the memorandum.
- Suspense for commander's response within 5 workdays

4.5.2. Call the unit and advise them of the second-time no-show and find out if they want to pick up the memorandum.

4.5.3.   Annotate the promotion testing RIP by writing "second time no-show" and signing; forward RIP for filing in the member's UPRG.

4.5.4.   Immediately update the PES code to "P" indicating member is ineligible for promotion testing. A copy of the no-show letter with the commander's signature is not required to update this code.

4.5.5.   Suspense a copy of the no-show memorandum awaiting commander's reply. The commander must return memorandum within 5 workdays.

4.5.6. If the commander requests reinstatement, comply with AFI 36-2502, paragraph 3.6.
- The commander must sign the memorandum and provide complete justification for both missed testing sessions.
- Forward the memorandum to the wing commander for approval.

4.6.   Counseling SKT- Exempt Personnel.

4.6.1.   Members whose date initially entered retraining (DIERT) is within 18 months of promotion eligibility cutoff date (PECD) are SKT-exempt as outlined in AFI 36-2502, paragraph 2.3.1.

4.6.2.   When a member completes the promotion testing RIP, the member must indicate whether he or she elects or declines the SKT exemption.
- Review the completed testing RIPs to determine which members decline the SKT exemption.
- For a member who elects to take the SKT, update his or her record using Personnel Transaction Identifier (PTI) 309 with Data Identification Number (DIN) GAL T.
    - Member's WAPS file now indicates the SKT is required.
    - Member's promotion AFSC also changes.
    - A new promotion testing RIP will be generated for member.
    - Don't delay testing pending receipt of new products.
- Place a file copy of the promotion testing RIP in the member's UPRG.
- With concurrence of the unit commander and the MPF chief, member can change his or her decision on whether to elect or decline SKT testing up to the test date.

4.6.3.   In most cases, the CAFSC for member retraining changes effective when the member departs PCS, permanent change of assignment (PCA), TDY enroute, TDY and return for training, or date assigned duty when no PCS or PCA is involved.
- At the time of the departure from the old duty station, a member is considered to be no longer performing duties in his or her previous CAFSC. Therefore, the new CAFSC is assigned at this time.
- The formal training class start date starts the clock for the member's 18-month SKT exemption. When the member does not attend formal training, the DIERT is date member was assigned duty in the new AFSC.
- In cases where the member departs PCS or TDY to school prior to the PECD and does not start class until after PECD, the member should be placed in training status code "M" as of the PECD.
    - This generates SKT-exempt testing requirements.
    - In these rare situations, the member will have more than an 18-month SKT exemption.

4.6.4. A member returning to a previously awarded AFSC, reporting identifier (RI), or special duty identifier (SDI) may be entitled to an SKT exemption.
- A member returning to a fully-qualified AFSC at a primary AFSC (PAFSC) skill level commensurate with current grade is given a training status code (TSC) "I" on the effective date of the new CAFSC (see paragraph 4.6.3). DIERT is the same as the CAFSC change date.
    - TSC is effective for 6 months, then the member returns to a fully-qualified training status.
    - If the member is in TSC "I" as of the PECD, he or she is SKT exempt.
- A member who returns to an AFSC for which he or she requires training to obtain a PAFSC at a skill level commensurate with his or her current grade is entitled to an 18-month SKT exemption (see AFI 36-2502, table 2.4).

4.7.   Out-of-Cycle Testing.

4.7.1. Determine the reason the member did not test during the regular testing cycle.

- When a valid reason exists that was beyond a member's control, take the following actions to request out-of-cycle testing for member:
  - Prepare a memorandum with justification.
  - Submit to the MPF chief (or ESO) for approval or disapproval.
- If it is unclear whether a valid reason existed, request a memorandum from the member's commander with sufficient justification to support out-of-cycle testing.
  - Indorse for MPF chief approval or disapproval.
  - Coordinate with the career enhancement, MPF NCOIC, and MPF administration.

4.7.2. If approved, schedule the member for testing and have him or her acknowledge the testing date by initialing the promotion testing RIP. Use existing RIP. Do not prepare a new promotion testing RIP unless absolutely necessary.

4.7.3. If selections have been released for the promotion cycle for which out-of-cycle testing is approved, forward a copy of the approval memorandum to HQ AFPC/DPPPWT with the answer sheets.

4.7.4. Retain the original copy of the approval or disapproval memorandum in the file.

4.8. Test Administration Preparation.

4.8.1. Follow all general procedures indicated in AFI 36-2605 and chapter 3 of this pamphlet.

4.8.2. There are no restrictions on the grades that can be tested together (e.g., if out-of-cycle testing necessitates mixing grades).

4.8.3. Review applicable All-TCO letters for possible special administration instructions. Obtain special equipment or materials needed by examinees as specified in the All-TCO letter.

4.8.4. Administer only current and valid tests. The test edition date and revision number must correspond to the promotion cycle for which testing is being conducted.

4.8.5. Conduct a page-by-page check of each test booklet for printing errors, missing pages, or other problems that would make the test booklet unusable. Report the errors to MAJCOM TCO, AFPDC/AFLO, AFOMS/OMD, and HQ AFPC/DPPAT.

4.8.6. Arrange promotion testing RIPs in alphabetical order.

4.8.7. Using information from the notification testing RIPs, type a test roster with names listed in alphabetical order. Refer to the procedures for completing a test roster in paragraph 3.2.5.

4.8.8. Using the AFPT and revision numbers indicated on the test roster, pull the number of PFE and SKT booklets and answer sheets that will be required for the testing session.

4.8.9. Place corresponding promotion testing RIP with answer sheet inside of PFE booklet directly behind front cover. Place in a folder.

4.8.10. Arrange SKT booklets in the same order as names on the testing roster and place in a second folder.

4.8.11. Review the Obsolete/Faulty Question Listing messages to anticipate questions from examinees.

4.8.12. Place Obsolete/Faulty Question Listing messages inside the SKT folder.

4.9. Test Administration.

4.9.1. Take both folders with SKT and PFE booklets to the testing room. (***NOTE:*** The instructions that follow assume the PFE is being given first and then the SKT. However, the actual order of test administration is a local procedure based on the needs and circumstances of each location.)

4.9.2. Call examinees by rank and name as listed on the test roster and instruct them to come forward to receive their test booklet.

4.9.3. Check their ID card and pass out test booklets.

4.9.4. Have examinee verify name, SSN, and booklet number for correctness on test roster and initial.

4.9.5. Read the instructions for completing testing notification RIP verbatim from pages 4-5 of the AFPT 250.

4.9.6. Have examinees pass in testing notification RIPs when they have finished filling them out.

4.9.7. Read the instructions for filling in answer sheets verbatim from pages 6-7 of AFPT 250.

4.9.8. Continue reading the instructions verbatim on pages 8-9 of AFPT 250 and begin testing.

4.9.9. During testing, check the promotion testing RIPs for signatures, dates, and booklet numbers.

4.9.10. Put RIPs in alphabetical order for examinees who will be taking the SKT after PFE testing is completed. Place RIPs of examinees taking PFE only in a separate file.

4.9.11. Put SKT answer sheets inside of RIP.

4.9.12. Verify tests are in the same order as the test roster.

4.9.13. Place RIP and answer sheet inside of SKT booklet.

4.9.14. After completion of PFE testing and the break, begin SKT test administration procedures by following steps in paragraphs 4.9.3-4.9.10 above.

4.9.15. During SKT testing, arrange PFE answer sheets in the order the names appear on test roster.

4.9.16. Authenticate all promotion testing RIPs by entering TCO account number and signing.

4.9.17. Red-line no-shows on test roster. Refer to paragraphs 4.4 and 4.5 for no-show processing procedures.

4.9.18. Combine PFE and SKT answer sheets when testing is completed.

4.9.19. Count answer sheets and enter total on test roster.

4.9.20. Type "last item" entry on test roster and sign.

4.9.21. Put test booklets in numerical order.

4.9.22. Treat scratch paper as CONTROLLED TEST MATERIAL and destroy as soon as possible.

4.9.23. Lock up test booklets and answer sheets.

4.9.24. Send RIPs to records unit for filing in member's UPRG.

4.9.25 Mail answer sheets following procedures in paragraph 3.7 to:

> HQ AFPC/DPPPWT
> 550 C Street West, Suite 9
> Randolph AFB TX 78150-4711

4.10. Responsibilities of WAPS Monitors. (See AFI 36-2605, paragraphs 1.11 and A10.7.)

4.10.1. Each unit commander appoints a member by memorandum to serve as unit WAPS monitor.

4.10.2. Unit WAPS monitor responsibilities:

- Maintain inventory of non-CDC study reference materials required by members assigned to the unit.
    - In August of each year, the WAPS monitor receives the new version of the WAPS Catalog from the base training office which lists the required study references for the testing cycles in the following calendar year.
    - WAPS monitor should check current inventories and submit new requirements to the Publishing Distribution Office, base library system, or other appropriate agencies.
    - Assistance should be requested from HQ AFPC/DPPAT, HQ AFPC/DPPPW, or AFOMS for references that cannot be obtained through normal channels.
    - References should be available at a ratio of 1 copy for every 5 examinees.
- ECI sends CDC study references directly to examinees. A complete set of CDC study references will be issued to every member competing for promotion for the first time. ECI also sends new and changed material to members who received materials for a previous testing cycle.
- Unit WAPS monitors assist in the distribution of WAPS CDCs by following the guidance in the WAPS Catalog.

4.11. Selection of Subject-Matter Experts (SME) for WAPS Testing. (See AFI 36-2605, attachment 10.)

4.11.1. Selection Method. MAJCOMs select SMEs for SKT test development projects. They typically task a unit with the requirement. For the PFE and USAFSE test development projects, nominations for volunteers are solicited. HQ AFPC/DPPAT and AFOMS make the selections.

4.11.2. Selection of SMEs for SKT Projects:

- MAJCOM functional managers for AFSCs being tasked with selecting SMEs must ensure SMEs possess special experience requirements in accordance with USAF Training Planning Document (TPD).
- MAJCOM functional managers should forward names of SMEs to MAJCOM DP staff and a message notification to servicing MPF promotions unit.
- Promotions unit should forward a memorandum to the applicable unit identifying the SME selected.
    - Attach a copy of the MAJCOM message or memorandum.
    - Attach an extract from AFI 36-2605, paragraph A10.6.2.1 which lists the information to be covered during the unit commander's interview.
    - Establish a suspense date for a response to confirm the following information:
        - NCO's qualifications for the duty.
        - NCO's unit mailing address, fax, and duty phone number.
        - Date of unit commander's interview.
        - Mode of travel to Randolph AFB.
        - Whether or not NCO has a Government contractor-issued travel charge card with Personal Identification Code (PIN) number.
- MPF promotions unit ensures TDY orders are properly processed.
    - Upon receipt of the fund citation from AFOMS, type the request for TDY orders (DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**) in accordance with AFI 37-128, *Administrative Orders* (formerly AFR 10-7).

- Include information required by the *USAF TPD, volume II, section XIII, part II.*
- Include additional information required by the message from AFOMS which gives the fund citation.
- Hand-carry the signed DD Form 1610 to Finance for authentication and orders reproduction.

4.11.3. Nomination and Selection of SMEs for PFE and USAFSE Projects:
- MPF promotions unit forwards a memorandum to units requesting nominations for those who meet the requirements established by the MAJCOM.
  - Attach a copy of the original tasking message or memorandum.
  - Establish a suspense for receipt of nominees' names.
- Provide MAJCOM the information required on each nominee in the format required by message or memorandum.
- After HQ AFPC makes the final selections, comply with MAJCOM instructions.
  - Notify the units that made nominations but did not have any selectees.
  - Ensure the required information is received by the unit commander of all selectees.
  - Process orders following procedures in paragraph 4.11.2.

_____

Figure 4.1. Sample Unit Eligible for Promotion Testing Roster.

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09   22:37   REPORT ON INDIVIDUAL PERSON (PA)   AS OF 94 DEC 09   PCN SE300

UNIT ELIGIBLE FOR PROMOTION TESTING ROSTER -- PART I   RPCP1

CYCLE: 95E7
UNIT: RJOJFXQL - 619 TRAINING SUPPORT SQ

NAME   SSN   GRD   RECORD STATUS DUTY STATUS OFF-SYM

MATHEWS STEPHANIE T 123-45-6789 TSG   PROJ-GAIN   OTHER   XOO
    PAFSC-NR/AWD-DT: 3A071 / OCT 93 PROJ PAS: RJOJFJL2
    CAFSC-NR/EFF-DT: 3A071 / OCT 93 RNLTD: 15DEC94
    TRAINING STATUS: R   DATE-ENT-COMPL-WD-TNG: 00FEB88
    PROM SKILL WVR: NO   DATE-INIT-ENTER-RETNG: N/A
    UIF: NO   SUBS ABUSE: NO
    PROMOTION TEST REQUIRED: LAST THREE EPRS: 1ST: 5B 30APR94
      SKT   REV-NR PFE   REV-NR   2ND: 5B
      3A071   01   00037   27   3RD: 5B
    REC / NON-REC

AIR FORCE POLICY IS THAT ONLY AIRMEN WHO CLEARLY SHOW POTENTIAL FOR MORE
RESPONSIBILITY WILL BE PROMOTED. THE PERFORMANCE INDICATORS OF AIRMEN
LISTED ABOVE SUGGEST THEY MAY HAVE THIS POTENTIAL. HOWEVER, YOUR REVIEW OF
THEIR SPECIFIC QUALIFICATIONS IS REQUIRED TO CONFIRM WHETHER PROMOTION IS
APPROPRIATE IN EACH CASE.

I RECOMMEND THE ABOVE INDIVIDUALS FOR PROMOTION UNLESS OTHERWISE INDICATED. A
LETTER OF NONRECOMMENDATION IS ATTACHED FOR EACH MEMBER SO INDICATED. PROMOTION
RECOMMENDATIONS ARE FOR EVERYONE EXCEPT PROJECTED GAINS.

--   ----------------
                   (COMMANDER)   (DATE)

ASTERISK IDENTIFIES INDIVIDUALS WHO ARE PROJECTED GAIN OR PRIOR SERVICE
AND WHOSE EPRS OR UIF (IF APPROPRIATE) HAVE NOT BEEN UPDATED TO FILE.

PCN SE300-R01 RJ KY=RJ   6   UNTESA   PAGE 1

Figure 4.1. Continued.

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09   22:37   REPORT ON INDIVIDUAL PERSON (PA)   AS OF 94 DEC 09   PCN SE300

UNIT ELIGIBLE FOR PROMOTION TESTING ROSTER -- PART II   RPCP1
CYCLE: 95E7
UNIT: RJOJFXQL - 619 TRAINING SUPPORT SQ

NAME   SSN   GRD   RECORD STATUS DUTY STATUS OFF-SYM

COVINGTON, TONY S 123-45-6789   SSG   PROJ-GAIN   OTHER   XOO
     PAFSC-NR/AWD-DT: 2A471 / OCT 93   PROJ PAS: RJOJFJL2
     CAFSC-NR/EFF-DT: 2A471 / OCT 93   RNLTD: 15DEC94
     TRAINING STATUS: R   DATE-ENT-COMPL-WD-TNG: 00FEB88
     PROM SKILL WVR: NO   DATE-INIT-ENTER-RETNG: N/A
     UIF: NO   SUBS ABUSE: NO
     PROMOTION TEST REQUIRED: LAST THREE EPRS: 1ST: 5B 30APR94
        SKT   REV-NR PFE   REV-NR   2ND: 5B
        2A471   01   00036   27   3RD: 5B
     REC / NON-REC   WEIGHT-STATUS: ONE YR PROBATION

PERFORMANCE INDICATORS SUGGEST THAT THE AIRMEN LISTED ABOVE DO NOT CLEARLY
SHOW POTENTIAL FOR THE INCREASED RESPONSIBILITY REQUIRED FOR PROMOTION. YOUR
CAREFUL REVIEW OF THEIR DOCUMENTED PERFORMANCE RECORDS, UNFAVORABLE
INFORMATION FILES, TRAINING STATUS, DISCIPLINARY HISTORY AND OTHER RECORDS IS
REQUIRED TO DETERMINE IF PROMOTION IS OR IS NOT APPROPRIATE.

I RECOMMEND, NON-RECOMMEND FOR PROMOTION THE ABOVE AIRMEN AS INDICATED.
 I HAVE REVIEWED THEIR PERFORMANCE RECORDS AND UNFAVORABLE INFORMATION FILES IAW
AFI 36-2907. A LETTER OF NONRECOMMENDATION IS ATTACHED FOR EACH MEMBER AS
APPROPRIATE. PROMOTION RECOMMENDATIONS/NON-RECOMMENDATIONS ARE FOR EVERYONE
EXCEPT PROJECTED GAINS.

---   ----------------
               (COMMANDER)   (DATE)

ASTERISK IDENTIFIES INDIVIDUALS WHO ARE PROJECTED GAIN OR PRIOR SERVICE
AND WHOSE EPRS OR UIF (IF APPROPRIATE) HAVE NOT BEEN UPDATED TO FILE.

Figure 4.2. Sample Unit Airman Ineligible for Promotion List.

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 02 23:19   REPORT ON INDIVIDUAL PERSON (PA)   AS OF 94 DEC 02

UNIT AIRMAN INELIGIBLE FOR PROMOTION LIST   RP39V

CYCLE ID: 95E6

UNIT: PE0DFKZC   89 MSSQ   FO   OL CCQ1

```
                                                      PROM
                            DATE                PROM  ELIG
                            OF                  ELIG  STAT      RECD
CRD   NAME            SSN   RANK      TAFMSD    STAT  DATE      COND

SSG   CONNALLY, MELODY 888776666 01SEP88   10JUN82     A   OCT94      110
          OFFICE SYMBOL:    DPME PAFSC-NR/AWD DT:      3S071  /  OCT 93
          DUTY PHONE:      6705  CAFSC-NR/EFF   DT:    3S051  /  OCT 93
          RET SEP ID:            RET SEP EFF DT:
          PROJ PAS:              REPT NLT DATE:
          CURR PAS: PE0DFKXL     89 MSSQ         FO           OL DPME
        REASON INELIGIBLE:  18  -  CRT MARTL/ART 15 PUNISH
```

PCN SE300-R01 PE KY=FCC895E8   UNINAM   END   PAGE   1

Figure 4.3. Sample MPF Eligible for Promotion Testing Roster.

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09   22:37   REPORT ON INDIVIDUAL PERSON (PA)   AS OF 94 DEC 09   PCN   SE300

MPF ELIGIBLE FOR PROMOTION TESTING ROSTER   (CYCLE: 95E6)   RPCP2

MPF/SCSC: RJ - 12 MSS

 NAME   SSN   GRD   RECORD STATUS DUTY STATUS

ANDERSON WILLIAM C   234-56-7891 SSG ASSIGNED   PFD
     PAFSC-NR/AWD-DT: 3S071   /   OCT 93
     CAFSC-NR/EFF-DT: 3S051
     TRAINING STATUS: R   DATE-ENT-COMPL-WD-TNG: 00MAR89
     PROM SKILL WVR: NO   DATE-INIT-ENTER-RETNG: N/A
     UIF: NO   SUBS ABUSE: NO
     PROMOTION TEST REQUIRED: LAST EPR RATING/DATE: 5B 30SEP94
        SKT   REV-NR PFE   REV-NR CURRENT PAS: RJ3VFWTV
        3S071   01   00036   27   TYPE TRANSACTION:

BROWNING STEPHEN S 345-67-8912 SSG   ASSIGNED   PFD
     PAFSC-NR/AWD-DT: 4A051   /   NOV 94
     CAFSC-NR/EFF-DT: 3S051   /   NOV94
     TRAINING STATUS: R   DATE-ENT-COMPL-WD-TNG: 00NOV94
     PROM SKILL WVR: NO   DATE-INIT-ENTER-RETNG: N/A
     UIF: NO   SUBS ABUSE: NO
     PROMOTION TEST REQUIRED: LAST EPR RATING/DATE: 5B 31OCT94
        SKT   REV-NR PFE   REV-NR CURRENT PAS: RJ09F7H7
        4A071   01   00036   27   TYPE TRANSACTION:

CALDWELL JAMES E 456-78-9123 SSG   PROJ SEP/RET   PFD
     PAFSC-NR/AWD-DT: 3S071   /   OCT93
     CAFSC-NR/EFF-DT: 3S052   /   OCT93
     TRAINING STATUS: G   DATE-ENT-COMPL-WD-TNG: 93AUG93
     PROM SKILL WVR: NO   DATE-INIT-ENTER-RETNG: 06JUL93
     UIF: NO   SUBS ABUSE: NO
     PROMOTION TEST REQUIRED: LAST EPR RATING/DATE: 5B 25SEP94
        SKT   REV-NR PFE   REV-NR CURRENT PAS: RJOJFDNK
      (CURR - N/A)   00036   27   TYPE TRANSACTION:

PCN SE300 - R01 RJ KY = RJ95E6   MPFTEA   PAGE   1

Figure 4.4. Sample Transmittal Memorandum for Unit Eligible for Promotion Testing Roster.

MEMORANDUM FOR (indicate name and office symbol of unit commander)   (date)

FROM: MSPPP/DPMPP

SUBJECT: Unit Eligible for Promotion Testing Roster

          The attached Unit Eligible for Promotion Testing Roster identifies members assigned to your unit who are eligible for promotion for cycle (indicate cycle) with a promotion eligibility cutoff date of (indicate cutoff date). Promotion test requirements are also identified.

          Review this list in conjunction with the Unit Ineligible for Promotion List to ensure all eligible members are identified. The individuals listed at Part II of the attached roster have not clearly demonstrated the potential for service in the next higher grade. Carefully review the entire record of each individual before recommending them for promotion. If you do not wish to recommend a member to compete for promotion, line through the member's name, initial, and prepare a Memorandum of Nonrecommendation for Promotion in accordance with AFI 36-2502, Airman Promotion Program, and AFMAN 36-2622, Volume I, Personnel Data Systems End Users Manual.

          If you nonrecommend any member of your organization for promotion consideration, provide the member a written statement advising him/her of your decision. This statement will become a part of the member's personnel record and the MPF computer files will be changed to reflect NOT RECOMMENDED BY COMMANDER.

          Annotate the roster to reflect those personnel who are not available for testing due to TDY, etc. Suspense to ensure personnel not available for testing are scheduled for testing immediately upon return.

          Coordinate all testing and related actions with the MPF providing testing support. Return the original roster with your signature, statements of nonrecommendation, and promotion testing RIPs to this office not later than (indicate date). Refer questions pertaining to this list to (enter name, office symbol, and telephone number of contact point at the MPF).

                              Signature of Chief, Career Enhancement

Attachment
Unit Eligible for Promotion-Testing Roster (2 cys)

Figure 4.5. Sample Transmittal Memorandum for Unit Ineligible for Promotion Testing Roster.

MEMORANDUM FOR (indicate name and office symbol of unit commander)   (date)

FROM: DPMPP/MSPPP

SUBJECT: Unit Ineligible for Promotion Testing Roster

      The attached list identifies members of your organization who are not eligible for promotion consideration and the specific reason for ineligibility.

      Review the list to ensure members are in fact ineligible. Advise this office immediately of any changes that affect the eligibility status of an individual on this listing.

      Post the following message on unit bulletin boards: "Those individuals in grade (indicate grade) who did not receive an Airman Promotion Data Verification Brief are ineligible for promotion consideration, cycle (indicate cycle). If you are not certain of your promotion status, you should review the ineligible for promotion list located in the unit administrative section." Make all unit personnel aware of their promotion status.

      Take special care to ensure that ineligible personnel review only the data pertaining to them, and that only the minimum number of administrative personnel needed to assist in the review of this list have access to the product.

      Refer questions pertaining to this list to (enter name, office symbol, telephone number of contact point in the MPF). This roster is provided for your information and action, when necessary, and does not have to be returned to the MPF.

                            Signature of Chief, Career Enhancement

Attachment
Unit Ineligible for Promotion List (1 cy)

Figure 4.6. Sample Memorandum of Notification of Nonrecommendation for Promotion.

MEMORANDUM FOR (indicate name and office symbol of affected member)   (date)

FROM: Unit Commander

SUBJECT: Notification of Nonrecommendation for Promotion

        This is to advise you that you are not recommended for promotion to (indicate rank) according to AFI 36-2502, Airman Promotion Program. (**NOTE:** If this memorandum confirms prior verbal notification, add the following sentence: "This confirms my verbal notification of (indicate date) advising you that you are not recommended for promotion." (*NOTE:* For grades SMSgt and CMSgt, unit commander submits nonrecommendation to MAJCOM Commander)

        The duration of the nonrecommendation action is (indicate period of time). (*NOTE:* For the senior NCOs and WAPS grades, the period of nonrecommendation is the current promotion cycle unless another cycle is listed.) The specific reason(s) for this action is/are:

        (*NOTE:* Be very specific, cite dates, actual occurrences, etc. Reasons such as failure to maintain standards or Letter of Reprimand are not appropriate. Cite reasons behind the action.)

        Complete the indorsement below to acknowledge receipt and understanding of this memorandum. The original copy of this memorandum will be filed in your personnel record.

                                        Signature of commander

1st Ind (individual)   (date)
TO: Unit Commander
        MPF
        IN TURN

Receipt acknowledged. I understand that I will not be promoted to the next higher grade during the period indicated above.

                                        Signature of member

Figure 4.7. Sample Testing Notification RIP (for an E-5 testing for Promotion to E-6).

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09   22:37   REPORT OF INDIVIDUAL PERSON (PA) AS OF 94 DEC 09 PCN SE300-R01 RJ RJ0JFZN1
FROM: 12 MSSQ   /CAREER ENHANCEMENT
 SUBJ: NOTIFICATION OF WAPS PROMOTION TESTING - CYCLE 95E6
    TO: SSG BROWN TIMOTHY L   , 999999999 CAFSC: 3E951
           12 CIVIL ENGINEERING SQ   /CEX
           RANDOLPH   AFB TX   78150-5000

1. THIS IS TO OFFICIALLY NOTIFY YOU THAT YOU ARE SCHEDULED FOR PROMOTION
TESTING (WAPS) AT _____ HOURS ON _____ IN ROOM _____ , BUILDING _____ .
REPORTING FOR TESTING IS AN ESTABLISHED MILITARY APPOINTMENT. FAILURE TO MEET
THIS APPOINTMENT COULD RESULT IN YOUR REMOVAL FROM PROMOTION CONSIDERATION FOR
THIS CYCLE. YOUR COPY OF THIS NOTIFICATION IS A REMINDER OF YOUR APPOINTMENT.

2. IF YOU ARE SCHEDULED FOR LEAVE, TDY, PCS, OR AN EMERGENCY ARISES ON YOUR
TEST DATE, IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR UNIT WAPS MONITOR OR THE
CAREER ENHANCEMENT ELEMENT.

3. IF YOU DO NOT WISH TO COMPETE FOR PROMOTION AND DO NOT DESIRE TO TEST, READ
PARAGRAPH 2 BELOW AND SIGN IN THE PRESENCE OF A WITNESS; OTHERWISE, READ AND
SIGN PARAGRAPH 1 BELOW AND RETURN THE ORIGINAL TO THIS OFFICE.

1ST IND, SSG BROWN TIMOTHY L   , 999999999

TO: CAREER ENHANCEMENT

1. I ACKNOWLEDGE RECEIPT OF THE SCHEDULED PROMOTION TESTING AS INDICATED IN
PARAGRAPH 1 ABOVE AND UNDERSTAND THAT IT'S MY RESPONSIBILITY TO REVIEW THE WAPS
CATALOG TO ENSURE I HAVE CURRENT WAPS STUDY REFERENCE MATERIALS. PERSONNEL IN
TRAINING STATUS CODE (TSC) "I" OR "S" AS OF THE PROMOTION ELIGIBILITY CUTOFF
DATE (PECD), OR IN TRAINING STATUS AND WHOSE DATE INITIALLY ENTERED
RETRAINING (DIERT) IS WITHIN 18 MONTHS OF PECD, ARE SKT EXEMPT.
YOUR TRAINING STATUS IS: D, YOUR DATE INITIALLY ENTERED RETRAINING IS:

(_____) I'M NOT ELIGIBLE FOR AN SKT EXEMPTION.
(_____) I QUALIFY FOR THIS OPTION AND (DO / DO NOT) ELECT TO TAKE THE SKT.

I UNDERSTAND THAT ONCE I MAKE THIS ELECTION IT CANNOT BE REVERSED AT ANY TIME.

_____
MEMBER'S SIGNATURE/DATE

                              RPTST
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Figure 4.7. Continued.

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09   22:37   REPORT OF INDIVIDUAL PERSON (PA)   AS OF 94 DEC 09   PCN SE300-R01 RJ RJ0JFZN1

NAME: BROWN TIMOTHY L   SSN: 999999999

2. I HEREBY DECLINE TO TAKE THE SPECIALTY KNOWLEDGE TEST (SKT) AND/OR THE
PROMOTION FITNESS EXAMINATION (PFE). I UNDERSTAND THAT REFUSAL TO TAKE EITHER
TEST MAKES ME INELIGIBLE FOR PROMOTION CONSIDERATION FOR THIS CYCLE, AND (FOR
E-4'S ONLY) WILL VOID MY ENTITLEMENT TO SEPARATION PAY WHEN THE SEPARATION
REASON IS HYT. CONTACT MPF CAREER ENHANCEMENTS FOR SEPARATION PAY COUNSELING.

_____   _____
MEMBER'S SIGNATURE/DATE   WITNESS SIGNATURE/DATE

I WAS ADMINISTERED THE FOLLOWING TEST(S) ON THE DATE(S) INDICATED.
SKT:
    DATE: _____   AFPT: REVISION: BOOKLET: _____
PFE/USAFSE:
    DATE: _____   AFPT: 00035   REVISION: 41   BOOKLET: _____

SPECIAL EQUIPMENT REQUIRED: _____ YES _____ NO _____ MEMBER'S INITIALS
SPECIAL EQUIPMENT ISSUED: _____ YES _____ NO _____ MEMBER'S INITIALS

DISCUSSION, DISCLOSURE OR UNAUTHORIZED POSSESSION OF CONTROLLED TEST MATERIAL
IS A VIOLATION OF ARTICLE 92, UCMJ, PUNISHABLE BY UP TO 2 YEARS HARD LABOR AND A
DISHONORABLE DISCHARGE.

_____
MEMBER'S SIGNATURE/DATE

DATE: _____   TCO ACCT _____ TCO AUTHENTICATION _____

MPF DESIGNATION:

SUBJECT AIRMAN FOR OUR UNIT IS: (   ) TDY   (   ) PCS   (   ) OTHER (SPECIFY)
AND IS ELIGIBLE TO BE TESTED ON:
(   ) SKT FOR CAFSC: _____   (   ) PFE/USAFSE FOR PROMOTION TO: _____

MPF AUTHENTICATION:

                         RPTST
PCN SE300-R01 RJ KY=RJOJFZN1   FM1566   PAGE   120

Figure 4.8. Sample First-Time No-Show Memorandum.

MEMORANDUM FOR (indicate name and office symbol of unit commander)   (date)

FROM: (indicate organization of TCO)

SUBJECT: Report of First-Time No-Show for Testing Cycle (indicate cycle)

   The following member of your organization was scheduled for promotion testing on (indicate date scheduled), but failed to report:

GRADE   NAME   SSN   DATE/TIME

         Contact the member to determine why he or she failed to meet the established military appointment. The member should be counseled on his/her responsibility to notify the squadron WAPS monitor or MPF Promotion and Testing Unit, prior to the testing session, as required by the Memorandum of Notification for Promotion Testing (e.g., the promotion testing RIP).

         You may reschedule the member if you feel he or she did everything in his or her power to make the appointment. Factors to consider when making your decision should include whether member was properly notified of test date, failure was beyond member's control; and member attempted to contact you, the WAPS monitor, or the MPF prior to testing appointment to accomplish rescheduling. Reasons such as oversleeping, putting time or date on calendar incorrectly, reporting to wrong building, or simply being late should not be considered favorably.

         If you wish to approve rescheduling, have your unit WAPS monitor contact the testing office to obtain a new testing date. Return this memorandum to our office NLT (indicate suspense date of 5 workdays from date of this memorandum). Member will be updated as disapproved for a retest date if this memorandum is not received by the return date indicated above.

                                        Signature of Chief, Career Enhancement

1st Ind to (enter appropriate organization) Ltr, (enter date of letter) Report of First-Time No-Show Cycle (indicate cycle)

TO: (enter name of organization)

1. Reason for no-show for WAPS testing was:

2. Rescheduling is approved/disapproved.

                              _____ _____
                              Commander's signature   (date)

Figure 4.9. Sample Second-Time No-Show Memorandum.

MEMORANDUM FOR (indicate name and office symbol of unit commander)   (date)

FROM: (indicate organization of TCO)

SUBJECT: Report of Second-Time No-Show for Testing Cycle (indicate cycle number)

        The following member of your organization failed to report for rescheduled testing:

GRADE   NAME   SSN   HOUR

        Contact the member to determine why he or she failed to meet the established military appointment. The member is automatically ineligible for promotion consideration for cycle (indicate cycle number); however, if you determine a valid reason exists for the airman missing the scheduled appointment, you may request reinstatement of promotion eligibility according to AFI 36-2502, Airman Promotion Program, paragraph 3.6. Base the request on a determination that the failure was beyond the individual's control. Also give consideration to what attempt the individual made to notify the unit WAPS monitor or the MPF promotion and testing office, prior to the testing session, as required by the promotion testing RIP. Forward requests through this MPF within 5 days of receipt of this memorandum. If you forward it after 5 days, include justification for late submission. If you decide the airman did not have a valid reason, inform the airman of his/her ineligibility for promotion consideration.

                                Signature of Chief, Career Enhancement

1st Ind

TO: (enter name of individual)

Reinstatement is/is not requested. Member's reason(s) for missing scheduled WAPS testing was:

                            _____ _____
                            Commander's signature   (date)

2nd Ind (indicate name of member who missed testing appointment)

TO: (Indicate name of unit commander)
        (Indicate office symbol of testing unit)
        IN TURN

Receipt acknowledged. I understand that a promotion eligibility reinstatement and WAPS testing request will/will not be submitted. I understand if a request is not submitted, I will not be considered for promotion for cycle (indicate cycle).

                            _____ _____
                            Member's signature   (date)

_____

Chapter 5

AIR FORCE OFFICER QUALIFYING TEST (AFOQT)

(AFI 36-2605, chapter 3 and attachment 2; and AFPT 983, *AFOQT Manual for Administration*)

5.1. Overview.
5.1.1. The AFOQT is required for individuals to apply for commissioning (e.g., AFRES, Air National Guard, AFROTC, and Officer Training School (OTS)).
5.1.2. Individuals are normally referred via the base education office, MPF, or an Air Force recruiter to take the test as part of an application package for an Air Force commissioning program. For AFROTC detachments, individuals who have been awarded a scholarship prior to entering school are normally tested during freshman orientation. Students already enrolled at the school who are applying for the AFROTC program take the AFOQT as a first step in the application process. They must receive minimum scores established by the HQ AFROTC to continue the application process.
5.1.3. Distribute a copy of AFPT 997, *Air Force Officer Qualifying Test Information Pamphlet*, to anyone who wants to take the AFOQT and other appropriate personnel (e.g., commanders) seeking more information on the AFOQT.

5.2. Test Waiver.
5.2.1. Individuals must get a waiver to retest on the AFOQT if they have:
- taken the AFOQT two times, or
- want to test before 180 days have elapsed since the previous administration.

5.2.2. Waiver request must include justification with appropriate documentation. For example, a request to take the AFOQT a third time should include documentation indicating training completed since previous administration that could change the abilities measured by the AFOQT. Completion of college English or math courses, flight ground school, and obtaining a private pilot's license are examples of the kind of training for which a waiver is granted.
5.2.3. Submit requests for a second retest (third test) to MAJCOM TCO for approval.
5.2.4. Submit all other waiver requests through MAJCOM to HQ AFPC/DPPAT for approval.

5.3. Test Validation.
5.3.1. Before giving the AFOQT, ensure examinees without a waiver have not taken the test more than two times and at least 180 days have elapsed since the previous administration.
5.3.2. Test results for individuals who take the test in violation of these guidelines will be invalidated and reported as zeros. The previous test results remain their scores of record.
5.3.3. Submit requests for validation of a second retest (third test) to MAJCOM TCO for approval.
5.3.4. Submit all other validation requests through MAJCOM to HQ AFPC/DPPAT for approval.

5.4. Test Administration Preparation.
5.4.1. Determine whether individual has previously taken the AFOQT.
- When scheduling individuals for the AFOQT, request documentation indicating the test requirement.
- Identify and alphabetically list individuals who have never taken the AFOQT.
  - Flip a coin.
  - If heads, assign first individual on list to take version 1; if tails, assign version 2.
  - Continue through list alternating the version each individual will be administered.
  - Alternate seating according to the test version.
- If individual has taken the AFOQT once before, ensure 180 days have passed since previous administration and administer alternate version.
- If individual has taken the AFOQT two times, ensure he or she has been granted a waiver to test.

5.4.2. Prepare a test roster.
5.4.3. Pull the test booklets and annotate on the roster the booklet number and AFPT number of the test to be administered to each examinee.
5.4.4. Place AFPT 985, *Table Reading Chart*, located in the AFOQT folder in the safe, between the last page and back cover of the test.
5.4.5. Pull one AFPT 987, *AFOQT Answer Sheet*, for each examinee.

5.5. Test Administration.

5.5.1 Follow general procedures in paragraph 3.3.

5.5.2. Allow about 4 1/2 hours to administer the AFOQT. The test has 16 parts.

5.5.3. Positively identify each examinee and have him or her initial the test roster.

5.5.4. Provide each examinee:

- One AFPT 984-1 or 984-2, AFOQT Test Booklet
- One AFOQT Answer Sheet
- One Table Reading Chart
- Two #2 pencils.
- Two sheets of scratch paper.

5.5.5. Read instructions verbatim from the AFOQT Manual forAdministration. There are instructions to read before each of the 16 parts of the test. Allow the **exact** time for each subtest. Use figure 5.1 to track testing time for each subtest. Enter a check each time a subtest is completed. Give examinees a 10-minute break after subtest 6.

5.5.6. When testing is completed, collect and account for all test materials and release examinees.

5.6. Test Mailing and Scoring Procedures.

5.6.1. Check answer sheet information blocks and ensure the correct ovals are filled in. If not, make the appropriate entries.

5.6.2. Enter date of test (DOT) by year-month-day (e.g., 950613).

5.6.3. Enter Recruiter Identification Code (RIC) if sent by a recruiter.

5.6.4. Enter TCO account number.

5.6.5. Make a copy of the test roster.

5.6.6. Mail answer sheets following the procedures outlined in paragraph 3.7 of this pamphlet to:

> HQ AFPC/DPPAT
> 550 C Street West, Suite 10
> Randolph AFB TX 78150-4712

5.6.7. Include a copy of the waiver approval memorandum with the answer sheet for any AFOQT administration requiring a waiver.

5.6.8. Attach the certified slip, AF Form 12, and request letters to the test roster and file.

5.6.9. You will receive the AFOQT RIP (see figure 5.2) with test results 4-6 weeks after testing.

- Make a copy of RIP when it is received and attach to test roster.
- For civilians, send original and copy to the recruiter.
- For military, send original to records section for filing in the UPRG. Send other copy to the unit or member that requested testing or call the unit or member to come and pick up the RIP.

5.6.10. AFOQT subtest results are combined and reported as five composite percentile scores. Table 5.1 shows the subtests used to determine the composite scores.

- The five composites are:
  - Pilot
  - Navigator
  - Academic Aptitude
  - Verbal
  - Quantitative
- The AFOQT is a normed test with results reported by percentile. Percentile scores run from 1 to 99. A percentile score indicates how an individual's test performance compares to a normative reference group. For example, an individual with a percentile score of 50 has a score equal to or better than 50% of those in the reference group, an individual with a percentile score of 75 has a score equal to or better than 75% of those in the reference group, etc. AFOQT percentile scores are determined by the examinee's relative standing in comparison to a normative reference group of examinees who are similar to applicants.

5.6.11. AFOQT scores are valid indefinitely and do not expire.

Figure 5.1. AFOQT Timing Chart.

AFOQT TESTING TIME CHECKS

TEST PART	TIME ALLOWED	ENTER CHECK WHEN COMPLETED
1	8 minutes	
2	29 minutes	
3	18 minutes	
4	24 minutes	
5	5 minutes	
6	22 minutes	
First 6 parts require 106 minutes of test administration time plus time required to read instructions. Take a 10-minute break following completion of Part 6.		
7	22 minutes	
8	10 minutes	
9	15 minutes	
10	6 minutes	
11	3 minutes	
12	7 minutes	
13	8 minutes	
14	13 minutes	
15	10 minutes	
16	8 minutes	
Parts 7-16 require 102 minutes of test administration time plus time required to read instructions. Total test administration time is 208 minutes (3 hours 26 minutes) plus time required to read instructions.		

Figure 5.2. Sample AFOQT RIP.

AFOQT RIP

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 APR 19 21:19   REPORT ON INDIVIDUAL PERSON (PA)   AS OF 94 APR

*****   AFOQT SCORES   *****

NAME: THOMPSON JILL   SSN: 222-22-2222

DATE OF TEST: 94APR01   TCO NR: 1125

NUMBER OF TIMES RETESTED: 1

AFOQT FORM NUMBER: P

VERSION: 1

***** SCORES *****

PILOT: 99

NAVIGATOR: 99

ACAD APTITUDE: 99

VERBAL: 99

QUANTITATIVE: 99

REMARKS: YOU MUST WAIT AT LEAST SIX MONTHS (180 DAYS) BEFORE
RETESTING. ALSO, NO MORE THAN TWO ADMINISTRATIONS OF THE AFOQT
ARE AUTHORIZED WITHOUT APPROVED WAIVER FROM HQ AFPC. REFER TO
AFI 36-2605 FOR WAIVER REQUEST.

THE ORIGINAL COPY OF THIS DOCUMENT WILL BE FILED IN THE UPRG AS THE SOURCE DOCUMENT FOR
AFOQT SCORES.

RPAFO
PCN SE300-R01 GW   AFOQT   END PAGE 3

Table 5.1. Construction of AFOQT Composites.						
Subtest	Number of Items	Pilot	Navigator	Academic Aptitude	Verbal	Quantitative
Verbal Analogies	25	X		X	X	
Arithmetic Reasoning	25		X	X		X
Reading Comprehension	25			X	X	
Data Interpretation	25		X	X		X
Word Knowledge	25			X	X	
Math Knowledge	25		X	X		X
Mechanical Comprehension	20	X	X			
Electrical Maze	20	X	X			
Scale Reading	40	X	X			
Instrument Comprehension	20	X				
Block Counting	20	X	X			
Table Reading	40	X	X			
Aviation Information	20	X				
Rotated Blocks	15		X			
General Science	20		X			
Hidden Figures	15		X			

_____

Chapter 6

BASIC ATTRIBUTES TEST (BAT)
(Basic Attributes Tester (BAT) Operator's Manual (BOM) and All TCO letter 94-2,
BAT Overview and Guidelines)

6.1. Overview. The BAT is a computer-based test required for any individual applying for undergraduate pilot training.
6.1.1. The BAT is located at over 100 selected AFROTC detachments and field training units, Military Entrance Processing Stations (MEPS), and Air Force base testing centers in the CONUS and overseas.
6.1.2. If your testing facility does not administer the BAT, refer anyone needing to test to the nearest facility that has a BAT as listed in All-TCO Letter 94-2, attachment 2, BAT Delivery POCs.
6.1.3. An individual can only take the BAT one time. Do not retest.

6.2. BAT Security. The BAT is password protected.
6.2.1. There is a test administrator (TA) password and TCO password.
6.2.2. Treat these passwords as security container combinations. Follow the procedures for maintaining and changing security container combinations as explained in AFI 36-2605, paragraphs 5.5.4-5.5.5, and paragraph 2.1.4 of this pamphlet.

6.3. Test Scheduling.
6.3.1. When scheduling examinees, ensure they have copies of the Basic Attributes Test Description and Candidate Information Worksheet. Instruct examinees to read the test description and complete the worksheet before coming to take the test. If examinees do not have these documents, provide copies or direct them to the TCO at their base.
6.3.2. Maintain a calendar year log of BAT administrations with date of test and name of examinee.
6.3.3. Follow the daily startup procedures outlined in the BOM beginning on page 19 to prepare for testing.

6.4. Test Administration.
6.4.1. Place a formatted floppy in the disk drive.
6.4.2. Do not begin test administration until examinee has read the Basic Attributes Test Description and completed the Candidate Information Worksheet (see figure 6.1).
6.4.3. Read the test administration instructions verbatim from the test administration section of the BOM and then begin test administration. Allow 3 1/2 hours for testing.
6.4.4. When the test battery is complete, a consolidation screen with the following message appears:

>   Candidate Tests Complete. ### results being consolidated.

- ### is the three-letter designator for each subtest results.
- As the test results for each test are consolidated, the three-letter designator for the next test appears.

6.4.5. After the final test has been consolidated, the following message appears:

>   The test battery has been completed. Please notify the test administrator.

6.4.6. Dismiss examinee and follow procedures given in the transfer of data section of the BOM for transmitting the results to the Test Processing Station (TPS) for scoring.
6.4.7. Transmit BAT data to the TPS by modem. When the data is successfully transferred to the TPS, the files are automatically erased from the BAT computer hard drive.
6.4.8. When the data cannot be sent by modem, follow the procedures outlined on page 37-38 in the BOM for transferring the data to a floppy disk.
- Mail one copy of the data to the TPS and maintain a backup copy (not to be confused with the disk referred to in paragraph 6.4.1).
- The results from a maximum of 11 test administrations can be recorded on the backup disk.
  - Use a different disk every quarter at testing sites that administer the BAT more than six times a quarter.
  - Use a different disk every 6 months at testing sites that administer the BAT less than six times a quarter.
  - Since the disks can be reused and the backup does not have to be maintained indefinitely, two disks can be rotated as the active and inactive disks.

- These disks must be stored and mailed per the guidelines for CONTROLLED TEST MATERIAL (see paragraphs 2.1 and 3.7).

6.4.9. Disposition of floppy disks inserted in the BAT during test administration:

- These disk must not be sent to the TPS when the test results cannot be sent by modem. These disk contains different information than that required by the TPS. The disks described in paragraph 6.4.8 are the ones sent to the TPS when the results cannot be sent by modem. The disks in the BAT during test administration contain data for research purposes.
- A maximum of 11 test administrations can be recorded on one disk.
  - These disks must be mailed to the Armstrong Laboratory on a quarterly basis. Mail to:

      AL/HRMA
      7909 Lindbergh Drive
      Brooks AFB TX 78235-5352

  - These disks must also be stored and mailed per the guidelines for CONTROLLED TEST MATERIAL.

6.5. Test Results Notification.

6.5.1. BAT test results are used in combination with the examinee's AFOQT Pilot composite and flying hours to calculate a Pilot Candidate Selection Method (PCSM) score.

6.5.2. PCSM scores are sent to the TCO account identified as the results TCO by the examinee. The scores are sent 4-6 weeks after the data is sent to the TPS. Active duty, Guard, and Reserve TCOs will receive RIPs (see figure 6.2), AFROTC TCOs will receive notification from HQ AFROTC, and recruiters will have access to tests results via PROMIS. Send a copy of the results to the examinee. For Air Force members, send a copy to the records section for filing in their UPRG.

6.5.3. The PCSM score is a normed test with results reported by percentile. Percentile scores run from 1 to 99. A percentile score indicates how an individual's test performance compares to a normative reference group. For example, an individual with a percentile score of 50 has scored equal to or better than 50% of those in the reference group, an individual with a percentile score of 75 has scored equal to or better than 75% of those in the reference group, etc. PCSM percentile scores are determined by the examinee's relative standing in comparison to a normative reference group of examinees who are similar to applicants.

6.5.4. PCSM scores are valid indefinitely and do not expire.

6.6. Updating Flying Hours.

6.6.1. Examinees can have their PCSM score recalculated by updating flying hours. Requests to update flying hours should be sent to the PCSM Program Manager (DSN 487-4529) with authentication of flight log records by their commander. Send requests to:

      HQ AETC SAF/CS (ATTN: PCSM Program Manager)
      151 J Street East, Ste 2
      Randolph AFB TX 78150-4343

6.6.2. Table 6.1 shows the PCSM flying hours categories:

Table 6.1. PCSM Flying Hours Categories	
Category	**No of Flying Hours**
A	0
B	1-5
C	6-10
D	11-20
E	21-40
F	41-60
G	61-80
H	81-100
I	101-200
J	200+

Figure 6.1. Candidate Information Worksheet.

CANDIDATE INFORMATION WORKSHEET

AUTHORITY: Title 10, U.S.C., 8013, Secretary of the Air Force; power and duties, delegation by, as implemented by AFI 36-2605, Air Force Military Personnel Testing System. **PURPOSE:** Used to process and track Basic Attributes Test Scores. **ROUTINE USES:** Provides necessary information to compute the Pilot Candidate Selection Method model score for use in pilot training selection and for research into testing at Armstrong Laboratory. Disclosure is voluntary. Failure to provide SSN will result in disqualification for BAT testing and pilot training candidacy.

PLEASE COMPLETE THIS WORKSHEET BY ENTERING THE APPROPRIATE INFORMATION OR LETTER CODE AS INDICATED.

1. NAME: LAST _____, FIRST _____, MI ____

2. SSN: _____-____-_____

3. SEX (M/F): _____   DATE OF BIRTH (YY/MM/DD): _____

4. LEFT OR RIGHT HANDED (L/R): _____

5.   ENTER THE LETTER THAT REPRESENTS YOUR HIGHEST LEVEL OF EDUCATION OBTAINED: _____

    (A) HIGH SCHOOL GRADE   (B) 1 YEAR COLLEGE
    (C) 2 YEARS COLLEGE   (D) 3 YEARS COLLEGE
    (E) UNDERGRADUATE DEGREE   (F) MASTERS DEGREE
    (G) DOCTORATE DEGREE

6. BASED ON A 4-POINT SCALE, ENTER CANDIDATE'S CURRENT CUMULATIVE GRADE POINT AVERAGE TO TWO DECIMAL PLACES (E.G., 3.25) CURRENT GPA: _____

7. ENTER THE LETTER THAT INDICATES YOUR CURRENT STATUS: _____

    (A) AF ACADEMY CADET
    (B) ROTC CADET/APPLICANT
    (C) OTS APPLICANT - ACTIVE DUTY
    (D) OTS APPLICANT - CIVILIAN
    (E) ACTIVE DUTY OFFICER
    (F) AIR NATIONAL GUARD (Air National Guard pilot training candidate)
    (G) AIR FORCE RESERVE (Air Force Reserve pilot training candidate)
    (H) NONE OF THE ABOVE

8. ENTER THE LETTER THAT REPRESENTS THE TOTAL NUMBER OF FLYING HOURS YOU HAVE FLOWN AS A LICENSED AND/OR UNLICENSED PILOT. TOTAL FLYING HOURS LOGGED: _____ (IF "A" ADVANCE TO QUESTION 11)

    (A) NONE   (B) 1-5   (C) 6-10   (D) 11-20
    (E) 21-40   (F) 41-60   (G) 61-80   (H) 81-100
    (I) 101-200   (J) OVER 200

Figure 6.1. Continued.

9. ENTER THE LETTER THAT REPRESENTS YOUR HIGHEST AERONAUTICAL RATING: _____

    (A) NONE
    (B) STUDENT PILOT'S LICENSE
    (C) PRIVATE PILOT'S LICENSE
    (D) COMMERCIAL RATING
    (E) AIRLINE TRANSPORT RATING

10. ENTER THE LETTER(S) THAT REPRESENTS THE TYPE(S) OF AIRCRAFT IN WHICH THE FLYING HOURS YOU INDICATED IN QUESTION 8 WERE ACCUMULATED. FLYING EXPERIENCE: _____

    (A) FIXED WING   (B) ROTARY WING   (C) SINGLE ENGINE
    (D) MULTI ENGINE   (E) INSTRUMENT   (F) CERTIFIED FLIGHT INSTRUCTOR
    (G) OTHER

11. THE TCO AT THE TEST SITE WILL ENTER THE APPROPRIATE 4-DIGIT NUMBER REQUIRED AT TIME OF THE TEST. TCO ACCOUNT NUMBER AT TEST SITE: _____

12. IF CIVILIAN OTS APPLICANT, HAVE THE RECRUITER WHO SCHEDULED YOU FOR A BAT TEST FILL IN THE 7-DIGIT RIC. IF A RIC IS PROVIDED, THE TEST RESULTS WILL BE ENTERED INTO THE PROMIS DATABASE. IF A RIC IS PROVIDED, SKIP QUESTION 13. _____

13. ENTER TCO ACCOUNT NUMBER TO WHICH YOU WISH TO HAVE THE TEST RESULTS SENT IF DIFFERENT THAN THE TCO ACCOUNT NUMBER ENTERED IN QUESTION 11. IF YOU DO NOT KNOW WHERE TEST RESULTS SHOULD BE SENT, THE TEST ADMINISTRATOR WILL ASSIST YOU WITH THIS AT THE TIME OF THE TEST. TCO ACCOUNT NUMBER OF TEST RESULTS: _____

I UNDERSTAND THAT NO RETESTING OF THE BAT IS ALLOWED AND THIS IS THE ONLY BAT ADMINISTRATION I WILL BE GIVEN.

TO THE BEST OF MY KNOWLEDGE I AM PHYSICALLY FIT TO TAKE THE BASIC ATTRIBUTES TEST BATTERY TODAY.

I VERIFY THAT THE INFORMATION ON THIS CANDIDATE INFORMATION WORKSHEET IS CORRECT. I UNDERSTAND THAT FALSIFICATION OF ANY OF THE INFORMATION ON THIS WORKSHEET WILL RESULT IN MY DISQUALIFICATION FROM CONSIDERATION FOR AIR FORCE PILOT TRAINING.

I UNDERSTAND THAT DISCUSSING THE CONTENTS OF THIS TEST WITH ANYONE OTHER THAN THE TEST ADMINISTRATOR WILL RESULT IN MY DISQUALIFICATION FROM CONSIDERATION FOR AIR FORCE PILOT TRAINING.

        _____   _____
           CANDIDATE'S SIGNATURE   DATE

Figure 6.2. Sample PCSM RIP.

PERSONAL DATA - PRIVACY ACT OF 1974
PCSM RIP

PREPARED 94 APR 19 21:19   REPORT ON INDIVIDUAL PERSON (PA)   AS OF 94 APR 19

PILOT CANDIDATE SELECTION METHOD SYSTEM (PCSM)

   ***** BASIC ATTRIBUTES TEST (BAT) RESULTS *****
NAME: JOHNSON NANCY   SSN: 222-33-4444   GRADE: 2LT

GW1MPB3K

TCO NR FOR SCORES: 1425

DATE OF BAT TEST: 01APR94

BAT FORM NUMBER VERSION: 1

DATE OF AFOQT: 01APR94

PCSM SCORE: 47

THE ORIGINAL COPY OF THIS DOCUMENT WILL BE FILED IN THE UPRG AS THE SOURCE
DOCUMENT FOR BAT SCORES.

                 RPBAT
PCN SE300-R01 GW   BATRIP   END PAGE   1

_____

Chapter 7

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

(AFI 36-2605, chapter 3 and attachment 4, Air Force Joint Instruction 36-2016, *Armed Services Military Personnel Accession Testing Programs*)

This chapter only applies to overseas TCOs. CONUS TCOs do not administer the ASVAB
.

7.1. Overview.
7.1.1. The ASVAB evaluates specific aptitude areas and gives a percentile score related to the requirements for selecting and classifying individuals for the Armed Services.
7.1.2. For Air Force requirements, the ASVAB yields four aptitude scores:

        Mechanical (M)
        Administrative (A)
        General (G)
        Electronics (E).

These aptitude scores are parallel in content and meaning to those of the Armed Forces Classification Test (AFCT). In addition, ASVAB gives an Armed Forces Qualification Test (AFQT) percentile score.
7.1.3. The ASVAB is administered to civilians only. Individuals already in the Armed Services are administered the AFCT.
7.1.4. CONUS Air Force TCOs are not authorized to administer the ASVAB. CONUS ASVAB testing is administered at Military Entrance Processing Stations (MEPS).

7.2. Test Administration.
7.2.1. Prepare a test roster.
7.2.2. Follow general procedures outline in paragraph 3.5.
7.2.3. Allow about 3 1/2 hours to administer the ASVAB. The test has 10 parts.
7.2.4. Provide each examinee:
- One three-part answer sheet (DoD Form 1304-1AS, **Answer Sheet**)
- One ASVAB Scoring Worksheet (DoD Form 1304.12K**, Armed Services Vocational Aptitude Battery Worksheet for Computing Scores**)
- Two sheets of scratch paper.
- Two #2 pencils.

7.2.5. Positively identify each examinee by checking ID.
7.2.6. Distribute one test booklet to each examinee, alternating different versions of the test.
7.2.7. Have examinees complete the ID portion of the ASVAB Scoring Worksheet (see figure7.1). Ensure examinees enter the correct version of the test they are taking. Collect the forms.
7.2.8. Have examinees verify the control number on each page of the three-page answer sheets. Explain that each subtest has its own separate section on the answer sheet.
7.2.9. Read directions verbatim from the test administration manual and begin test administration. Read the subtest instructions before each of the 10 subtests. Allow the exact time for each subtest Use figure 7.2 to track testing time for each subtest. Enter a check each time a subtest is completed.
7.2.10. Give examinees a 10-minute break after completion of subtest 5.
7.2.11. Complete the remaining 5 subtests, reading the instructions verbatim from test instruction manual.
7.2.12. When testing is completed, collect and account for all test material and release examinees.

7.3. Test Scoring Procedures.
7.3.1. Separate answer sheets by version and then score by placing the template answer keys over each answer sheet and counting the number of correct answers to determine the first ten ASVAB raw scores (e.g., General Science (GS), Arithmetic Reasoning (AR), Word Knowledge (WK)).
7.3.2. Transfer the raw scores onto the ASVAB scoring worksheet.

7.3.3. Figure the Verbal (VE) raw score by adding the WK and Paragraph Comprehension (PC) raw scores and enter on the worksheet.

7.3.4. Use the scoring templates to determine the AFQT, Mechanical, Administrative, General, and Electrical raw scores. Convert the raw scores into standard scores using the conversion tables in DoD 1304-12LAETPCT3, Conversion Table, and enter on the worksheet. Convert standard scores to percentiles using the conversion tables and enter on worksheet. Double check work to ensure accuracy.

7.3.5. Send original copy of DoD 1304.12K to recruiter. Send DD Form 1304-1AS and second copy of DoD 1304.12K to appropriate MEPCOM location as specified in AFI 36-2605, table 3.1. Retain third copy of DoD 1304.12K locally.

7.3.6. File original test roster in office test roster files.

Figure 7.1. Sample ASVAB Scoring Worksheet.

	ASVAB RAW SCORE	ASVAB STANDARD SCORE	
GS	15	47	
AR	22	54	54
WK	27	51	
PC	13	55	
NO	38	56	
CS	70	66	
AS	14	49	
MK	17	55	55
MC	19	59	
EI	13	53	
VE	40	52	x2 104

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ARMED SERVICES
VOCATIONAL APTITUDE BATTERY
WORKSHEET FOR COMPUTING
SCORES

NAME *Sanders, Jonathan D*

SSAN *677-33-5140*   SEX Ⓜ F

DATE OF BIRTH *21 May 75*   AGE *19*

SERVICE   A   N ⒶⒻ MC   CG   NG   RES   EDUCATION *12L*

RECRUITER ID # *677-33-540-7122*

CIRCLE ONE: (INITIAL) or RETEST   or   VERIFICATION   or   CONFIRMATION

TEST FORM IDENTIFICATION *20A*   BOOK NUMBER *035100*

To the best of my knowledge, I am physically fit to take these tests today.

APPLICANT SIGNATURE *Jonathan D. Sanders*

DATE TESTED *21 Feb 95*   PLACE TESTED *481992*

CHECKED BY/DATE   COMPUTED BY/DATE

VERIFIED BY/DATE

AFQT   SSS *213*   % ILE *58*

Special Tests

SERVICE *AF*

COMPUTED BY/DATE *RJS 21 Feb 95*

CHECKED BY/DATE

SERVICE

COMPUTED BY/DATE

CHECKED BY/DATE

AIR FORCE	M	A	G	E
ASVAB STANDARD	204	174	106	209
% ILE	55	83	57	59

CONVERSIONS

USMEPCOM USE

		GT	GM	EL	CL	MM	SC	CO	FA	OF	OT
ASVAB STANDARD											
ARMY Converted											
ASVAB STANDARD											
MARINES Converted											

DOD 1304.12K (JUL 88)

(ALL PREVIOUS EDITIONS ARE OBSOLETE)

Figure 7.2. ASVAB Timing Chart.

ASVAB TIME CHECKS

TEST PART	TIME ALLOWED	ENTER CHECK WHEN COMPLETED
1	11 minutes	
2	36 minutes	
3	11 minutes	
4	13 minutes	
5	3 minutes	

Total test administration time for first 5 parts is about 1 1/2 hours--74 minutes (1 hour and 14 minutes) actual time allowed to answer questions plus time required to read instructions and complete other administrative tasks. Take a 10-minute break following completion of Part 5.

6	7 minutes	
7	11 minutes	
8	24 minutes	
9	19 minutes	
10	9 minutes	

Parts 6-10 require 70 minutes of test administration time plus time required to read instructions. Total test administration time is about 3 1/2 hours--144 minutes (2 hours and 24 minutes) actual time allowed to answer questions plus time required for break, to read instructions, and complete other administrative tasks.

_____

Chapter 8

ARMED FORCES CLASSIFICATION TEST (AFCT)

(AFI 36-2605, chapter 3 and attachment 6)

The AFCT is administered to Air Force members who wish to update their ASVAB scores to qualify for retraining to another AFSC.

8.1. Overview.
8.1.1. The AFCT evaluates airmen in the same four aptitude areas as the ASVAB (i.e., the MAGE composites):

Mechanical
Administrative
General
Electrical

8.1.2. Minimum scores indicating the likelihood of successfully completing the training required for entry into each Air Force Specialty (AFS) are required.
8.1.3. If individual has been administered the AFCT before, ensure at last 6 months have elapsed since previous administration. Administer the alternate version.

8.2. Test Administration.
8.2.1. Prepare a test roster.
8.2.2. Follow the general procedures outlined in paragraph 3.3.
8.2.3. Allow about 3 1/2 hours to administer the AFCT. The test has 10 parts.
8.2.4. Provide each examinee:

- One three-part answer sheet (DoD Form 1304-12C1C2C3, **Answer Sheet**.
- Two sheets of scratch paper.
- Two #2 pencils.
- One copy of AFPT 12WS, **Armed Forces Classification Test (AFCT) Scoring Worksheet--Air Force.**

8.2.5. Positively identify each examinee by checking ID.
8.2.6. Distribute one test booklet to each examinee, alternating different versions of the test.
8.2.7. Have examinees complete the ID portion of the AFCT Worksheet. Figure 8.1 shows an example of this form. Ensure examinees enter the correct version of the test they are taking. Collect the forms.
8.2.8. Have examinees verify the control number on each page of the answer sheets. Point out that each subtest has its own separate section.
8.2.9. Read the directions verbatim from the test administration manual and begin test administration. Read subtest instructions before each of the 10 subtests. Allow the exact time for each subtest. Use figure 8.2 to track testing time for each subtest. Enter a check each time a subtest is completed.
8.2.10. Give examinees a 10-minute break after completion of subtest 5.
8.2.11. Complete the remaining 5 subtests, reading the instructions verbatim from test instruction manual.
8.2.12. When testing is completted, collect and account for all test material and release examinees.

8.3. Test Scoring Procedures.
8.3.1. Separate answer sheets by version and then score by placing the template answer keys over each answer sheet and counting the number of correct answers.
8.3.2. Transfer the raw score onto the AFPT 12WS.
8.3.3. Determine the VE raw score by adding the WK and PC raw scores.
8.3.4. Convert the raw scores into standard scores using the conversion table in DoD 1304.12J2*, Administration and Scoring Manual*. Double check work to ensure accuracy.
8.3.5. Enter the appropriate standard scores in A, E, G, and M areas on AFPT12WS.
8.3.6. Total up the standard scores and enter this into the column labeled SS. Using appropriate conversion table, convert the SS scores into the composite score and enter these scores in the column labeled, PERCENTILE. These are the new MAGE scores. Double-check work to ensure accuracy.

8.3.7. Paragraphs 8.3.4 - 8.3.6 can also be completed by using a routine on PC-III. After the raw scores have been entered into PC-III, the routine will provide the MAGE percentile scores.

8.3.8. Prepare a memorandum indicating the previous and current test results and send to member. If member obtains any scores lower than the previous ASVAB or AFCT test administration, offer member option of retaining previous scores or accepting the new scores. Member cannot retain a combination of new and old scores. Member must accept all new scores or retain all old scores. Member must make election in writing within 3 work days of notification. If member elects new scores, update to Base Level Military Personnel System (BLMPS). Send memorandum documenting these scores to records for filing in member's UPRG. A sample update is shown below:

URJAATH123456789ELB AV93517045

Space 1:	U for update
Spaces 2 & 3:	MPF code, in example, Randolph
Spaces 4 & 5:	whether enlisted (AA) or officer (OA), in example, enlisted
Spaces 6 & 7:	first two letters of member's last name, in example, TH
Spaces 8-16:	member's SSN, in example, 123456789
Spaces 17-22:	AFCT DIN, ELB AV
Spaces 23-24:	Administrative score, in example, 93
Spaces 25-26:	Electrical score, in example, 51
Spaces 27-28:	General score, in example, 70
Spaces 29-30	Mechanical score, in example, 45

8.3.9. File original test roster in test roster files.

8.3.10. Store answer sheets in security container and destroy locally after 6 months.

Figure 8.1. Sample AFCT Scoring Worksheet.

ARMED FORCES CLASSIFICATION TEST (AFCT) SCORING WORKSHEET - AIR FORCE	

	RAW		STANDARD		1st CK
1. GS =	21	GS =	60		☐
2. AR =	26	AR =	61		2d CK ☐
3. WK =	33	WK =	59		3d CK ☐

4. PC =	15	PC =	62
5. NO =	45	NO =	57
6. CS =	65	CS =	60
7. AS =	21	AS =	62
8. MK =	23	MK =	65
9. MC =	19	MC =	59
10. EI =	14	EI =	56

	RAW		RAW		RAW			STANDARD
VE = WK	33	+PC	15	=	48		VE =	60

		STANDARD		STANDARD		STANDARD	SS	PERCENTILE
A	NO	57	+ CS	60	+ VE	60	177	A 87 %
E GS	60	+ AR	61	+ MK	65	+ EL	56	242	E 86 %
G			AR	61	+ VE	60	121	G 88 %
M GS	60	+ AS	62	+ AS	62	+ MC	59	243	M 86 %

NAME (LAST, FIRST, AND MI) Stoddard, Timothy E.	GRADE E-3	DATE TESTED 21 Jan 95

AFPT 12WS   1 JUN 83

Figure 8.2. AFCT Timing Chart.

AFCT TIME CHECKS

TEST PART	TIME ALLOWED	ENTER CHECK WHEN COMPLETED
1	11 minutes	
2	36 minutes	
3	11 minutes	
4	13 minutes	
5	3 minutes	

Total test administration time for first 5 parts is about 1 1/2 hours--74 minutes (1 hour and 14 minutes) actual time allowed to answer questions plus time required to read instructions and complete other administrative tasks. Take a 10-minute break following completion of Part 5.

6	7 minutes	
7	11 minutes	
8	24 minutes	
9	19 minutes	
10	9 minutes	

Parts 6-10 require 70 minutes of test administration time plus time required to read instructions. Total test administration time is about 3 1/2 hours--144 minutes (2 hours and 24 minutes) actual time allowed to answer questions plus time required for break, to read instructions, and complete other administrative tasks.

Chapter 9

ELECTRONIC DATA PROCESSING TEST (EDPT)

(AFI 36-2605, chapter 3 and attachment 9, and AFPT 59, *Directions for Administration and Scoring the EDPT*)

9.1. Overview.
9.1.1. The EDPT evaluates an examinee's ability to complete formal technical training for award of AFSC 3C0X2, Communication-Computer Systems Programming and Reporting Identifier (RI) 9S100, Scientific Measurement Technician, and 9S200, Applied Sciences Technician..
9.1.2.If an examinee has taken the EDPT before, a minimum of 180 days must have passed since previous administration.

9.2. Test Administration.
9.2.1. Prepare a test roster.
9.2.2 Follow general procedures outlined in paragraph 3.3.
9.2.3. Allow about 1 hour and 45 minutes to administer the EDPT. The actual testing time for the test is 1 hour and 30 minutes. The test consists of 120 multiple choice items and is designed to measure verbal ability, symbolic reasoning, and arithmetic reasoning.
9.2.4. Positively identify each examinee by checking ID.
9.2.5. Provide each examinee:
  * One AFPT 60, *EDPT Test Booklet*
  * One AFPT 81, *Answer Sheet*
  * Two sheets of scratch paper.
  * Two #2 pencils.
9.2.5. Read instructions verbatim from AFPT 59. Allow exact time for test administration.
9.2.6. When testing is completed, collect and account for all test material and release examinees.

9.3. Test Scoring Procedures.
9.3.1. Score by placing template answer key over each answer sheet and count the number of correct responses. Record the score on the test roster. A qualifying score on the EDPT for AFSC 3C0X2 is 71 and for RI 9S100 and 9S200 it is 57.
9.3.2. Store the answer sheets in a security container for 6 months and then destroy locally.
9.3.3. File the original test roster in the office test roster files.

9.4. System Update.
9.4.1. Update the member's records in BLMPS by inputting:

    URJAARO123456789ELT0729509

Space 1:   U for update
Spaces 2 & 3:   MPF code, in example, Randolph
Spaces 4 & 5:   whether enlisted (AA) or officer (OA), in example, enlisted
Spaces 6 & 7:   first two letters of member's last name, in example RO
Spaces 8-16:   member's SSN, in example, 123456789
Spaces 17-19:   EDPT DIN, ELT
Spaces 20-22   EDPT score, in example, 072
Spaces 23-24   year tested, in example, 1995
Spaces 25-26   month tested, in example, August

9.4.2. Ensure RIP is generated.
9.4.3. Forward the test results to the records section for filing in the members' UPRG and forward a copy to member.

_____

Chapter 10

DEFENSE LANGUAGE APTITUDE BATTERY (DLAB)

(AFI 36-2605, chapter 3 and attachment 8, and DOD 5160.41A)

10.1. Purpose.
10.1.1. The DLAB is used as a screening device for identifying a member's potential for learning a foreign language.
10.1.2. Any military member can take this test if he or she has a memorandum from his or her commander. Typically, individuals who are candidates for foreign language training conducted by the Defense Language Institute (DLI) or who need to meet special duty assignment requirements will request testing. Spouses of members who need to meet special duty assignment requirements sometimes have a testing requirement.
10.1.3. This test is mandatory for all O-5s selected for promotion to O-6. These members do not require a memorandum.

10.2. Test Administration.
10.2.1. Prepare a test roster.
10.2.2. Follow general procedures outlined in paragraph 3.3.
10.2.3. Do not test an individual until 6 months have elapsed since his or her previous administration.
10.2.4. Allow about 2 hours to administer this test.
10.2.5. Use headphones for each examinee.
10.2.6. Positively identify each examinee by checking ID card and then have examinee initial test roster.
10.2.7. Provide each examinee:
- DoD 5160.41B, *Test Booklet*
- DoD 5160.41G, *Answer Sheet*
- Privacy Act Statement
- Two #2 pencils

10.2.8. Explain that the DLAB consists of two tests:
- Listening portion is 57 minutes in length.
- Reading portion is 25 minutes in length.
- There is no break between the tests.

10.2.9. Complete the Privacy Act Statement.
10.2.10. Read the instructions and then start the tape.
10.2.11. As soon as you hear "This tape is for official use only...," start timing and record the start and stop times for the reading portion on a chalkboard or other location easily visible to examinee.
10.2.12. When testing is completed, collect and account for all test material and release examinees.

10.3. Test Scoring Procedures.
10.3.1. Score test by placing template answer key over anwswer sheet and counting the number of correct responses.
10.3.2. Convert the raw score to a standard score using the chart on page 15 of DoD 5160.41A, DLAB Manual for Administration and Scoring.
10.3.3. Record the standard score on the test roster. The mean is 100 and standard deviation is 20.
10.3.4. File the answer sheets and Privacy Act statements in the safe until answer sheets are mailed.
10.3.5. File the original test roster in the office test roster files.
10.3.6. File a copy of the test roster with the DLAB answer sheets and the Privacy Act statements and store in safe until answer sheets are mailed.
10.3.7. Prepare a memorandum with individual's test scores. Send original to records section for filing in UPRG (for Air Force members) and send a copy to individual.
10.3.8. Mail test answer sheets monthly to DLI following the procedures in paragraph 3.7 of this pamphlet to:

    DLI/FLC
    ATFL-EST-M
    ATTN: Test Control Officer
    Building 631, Room 16
    Presidio of Monterey CA 93944-5006

10.3.9. Attach the commander's memorandums, when applicable, a copy of AF Form 12, and the certified slip to the test roster, and file.

10.4. System Update.
10.4.1. Update the member's records in BLMPS by inputting:

     URJAARO123456789ELK20919509

Space 1:	U for update
Spaces 2 & 3:	MPF code, in example, Randolph
Spaces 4 & 5:	whether enlisted (AA) or officer (OA), in example, enlisted
Spaces 6 & 7:	first two letters of member's last name, in example RO
Spaces 8-16:	member's SSN, in example, 123456789
Spaces 17-20:	DLAB DIN, ELK2
Spaces 21-24	DLAB score, in example, 091
Spaces 25-26	year tested, in example, 1995
Spaces 27-28	month tested, in example, August

Chapter 11

DEFENSE LANGUAGE PROFICIENCY TESTS (DLPT) AND DEFENSE LANGUAGE READING PROFICIENCY TESTS (DLRPT)

(AFI 36-2605, chapter 3 and attachments 11 and 12, and DLPT Administration and Scoring Manuals)

11.1. Test Description. The Defense Language Institute Foreign Language Center (DLI/FLC) develops DLPTs and DLRPTs for assessing language skills. DLPTs I and II assess both reading and listening skills in one 1 1/2-hour session. DLPTs III and IV consist of a 2-hour listening test, a 3-hour reading test, and a 45-minute speaking test. The Air Force normally uses only the listening and reading portions of these tests. For some languages, there is only a reading test (DLRPT). DLRPTs consist of a 2 1/2-hour reading test. For these tests where listening is not assessed, the listening skill is assumed to be equivalent to the reading skill and updated accordingly in BLMPS. When no test is listed in AFIND 7 for a Foreign Language Proficiency Pay (FLPP)-approved language (see AFI 36-2605, table 12.1), send a memorandum (see figure 11.1) to DLI/FLC (phone: DSN 878-5505, FAX: DSN 878-5767) to request a telephonic interview to assess the member's speaking and listening skills. Mail or FAX to:

     DLI/FLC
     ATFL-EST-M
     Presidio of Monterey CA 93944-5006

11.2. Uses.
- *Annual certification of personnel assigned to crypto-linguistic career field* (HQ Air Intelligence Agency (AIA) requirements).
- *Initial certification* for those requesting to qualify for the Foreign Language Proficiency Pay (FLPP) Program and *annual recertification* for those currently receiving *FLPP.*
- Members not eligible for FLPP (for example, a first-term airman or a Spanish or Tagalog speaker not assigned to a language-designated position (LDP)) who wish to have their language skills reflected on their record.

NOTE: The same test administration for annual certification of members assigned to the crypto-linguistic career field is also used for the annual FLPP recertification requirement.

11.3. FLPP Testing.
11.3.1. Conditions for Receiving Pay. (Refer to AFI 36-2605, attachment 12.)
- All officers and enlisted members may qualify for pay in any foreign language approved for FLPP with the following exceptions:

- Spanish and Tagalog speakers must be assigned to an LDP.
  - First-term airmen must be in a critical language (see AFI 36-2605, paragraph A12.6 for list of critical languagues) or LDP.
- Must possess a Secret security clearance.
- Must receive qualifying scores on the DLPT/DLRPT.
- Member's language proficiency level determines amount of pay.
- You may receive a request to test members of other services. Coordinate this request with AFPC/DPPAT.
  - Other service members must have documentation requesting the test.
  - Documentation must indicate where the test scores are to be sent.

11.3.2. FLPP Test Scheduling:

- The testing cycle for FLPP is July through December each year.
- Test members not receiving FLPP who have memorandums from their commanders authorizing them to take the test. (Memorandums should follow the format of the sample shown in figure 11.2).
- For members already receiving FLPP, follow the procedures outlined below:
  - BLMPS end of month (EOM) routine for May generates three copies of the Recertification Master List sorted by unit for member's receiving FLPP and individual FLPP recertification notification RIPs. Examples of these products are included in this pamphlet. (See figures 11.3 and 11.4.)
  - Assign a testing date to each member and record it on each individual notification RIP.
  - Send RIPs together with the original and one copy of the Master Certification List to each unit commander for recertification of member's eligibility to test for FLPP. Suspense the third copy.
    - Instruct commanders to sign and return original copy of roster and the signed recertification RIPS to MPF (or ESO) testing office.
    - Commanders should draw a line through the name of members not being recommended to test for recertification.

11.4. Crypto-Linguistic Career Field Annual Testing. This requirement is normally met by the annual FLPP recertification testing. For crypto-linguists not receiving FLPP, the unit requests DLPT/DLRPT testing.

11.5. Other Testing. Members not eligible for FLPP and not assigned to the crypto-linguistic career field can test in certain situations:

- At least 1 year must have elapsed since the previous administration.
- Members retesting must be able to demonstrate how their proficiency has improved since previous administration (e.g., formal language training or assignment in a foreign country where the language was commonly used).

11.6. Test Administration.

11.6.1. Prepare a test roster.

11.6.2. Follow general procedures outlined in paragraph 3.3.

11.6.3. Follow test administration procedures in DLPT and DLRPT test administration manuals.

11.6.4. Use headphones for each examinee.

11.6.5. Brief local procedures. (***NOTE:*** Administering reading and listening tests of DLPTs III and IV during one session or at different times is up to local policy.)

11.6.6. Positively identify each examinee by checking his or her ID card.

11.6.7. Explain that annual testing is required to be eligible to continue to receive FLPP each year.

11.6.8. 10.2.7. Provide each examinee:

- Test Booklet
- Answer Sheet
- Privacy Act Statement
- Two #2 pencils

11.6.9. Administer the listening test first. Read directions verbatim from appropriate test administration manual and begin test administration.

- Start the tape when appropriate.
- Change the tape as required.

11.6.10. When the listening test is completed, collect and account for all test materials and release examinees. Tell examinees when they should return to take the reading test (e.g., in 10 minutes or at a later date).

11.6.11. Score the listening test following the procedures in paragraph 11.7 of this pamphlet before administering the reading test.

11.6.12. You are not required to administer the reading test to members who do not qualify on the listening test unless they request it for purposes of having it on their record. Members who do not qualify on the listening test are not eligible for FLPP. ***EXCEPTION:*** *Members in a language-designated position who do not qualify on the listening test are still required to take the reading test to meet their annual testing requirement. However, they will not be eligible to receive FLPP.*

11.6.13. Administer the reading test. Read directions verbatim from appropriate test administration manual and begin test administration. Record the start and stop times on a chalkboard or other location easily visible to examinee.

11.6.14. When the reading test is completed, collect and account for all test materials and release examinees.

11.7. Test Scoring Procedures.

11.7.1. Score test by placing template answer key over each answer sheet and counting the number of correct responses.

11.7.2. Determine language proficiency levels and Personnel Data System (PDS) update codes using tables 11.2, 11.3, and 11.4.

11.7.3. Mail test answer sheets monthly to DLI following procedures in paragraph 3.7 of this pamphlet.

11.7.4. Prepare a memorandum with individual's test scores. Send original to records section for filing in UPRG (for Air Force members) and send a copy to individual.

11.7.5. DLPTs are criterion-referenced tests. The converted scores range from 0 to 60. The proficiency levels are based on the skill level descriptions established by the Interagency Language Roundtable (ILR).

11.8. Language Proficiency Update. See AFMAN 36-2622 (formerly AFM 30-130).

Enter scores into BLMPS by updating DIN EAB. A maximum of two languages can be entered for each member.

- A sample update for a member who has tested at "routine knowledge" level in Russian is:

    URJAAMA123456789EAB/01RUF F9508.

Space 1:	U for update
Spaces 2 & 3:	MPF code, in example, Randolph
Spaces 4 & 5:	whether enlisted (AA) or officer (OA), in example, enlisted
Spaces 6 & 7:	first two letters of member's last name, in example, MA
Spaces 8-16:	member's SSN, in example, 123456789
Spaces 17-20:	language proficiency update, DIN EAB
Spaces 21-23:	occurrence, first or second language, /01 or /02
Spaces 24-26:	language, in example, Russian
	NOTE: *For language codes, see AFI 36-2605, table A12.1.*
Space 27:	language reading proficiency, in example, F (see tables 11.1-11.3)
Space 28:	language speaking proficiency, always left blank
Space 29:	language listening proficiency, in example, F (see tables 11.1-11.3)
Spaces 30-31	year tested, in example, 1995
Spaces 32-33	month tested, in example, August

- To correct a language update, enter PTICOR before EAB and the corrected information. For example, to change reading and listening proficiency from F to G in the example shown above, enter the following update:

    URJAAMA123456789PTICOREAB/01RUG G9508.

- To remove erroneous data, enter PTIDEL before EAB. To delete the change made above, enter the update shown below:

    URJAAMA123456789PTIDELEABRUG G9508.

11.9. FLPP Update. See AFMAN 36-2622 (formerly AFM 30-130).

- To update FLPP for a member who was certified by his or her commander on 9 August 1995 and qualified for FLPP at the $75 level in Russian, enter the following update:

  URJAAMA123456789PTI427EAI/0133950809.VRLS.

Space 1:	U for update
Spaces 2 & 3:	MPF code, in example, Randolph

Spaces 4 & 5:   whether enlisted (AA) or officer (OA), in example, enlisted
Spaces 6 & 7:   first two letters of member's last name, in example, MA
Spaces 8-16:   member's SSN, in example, 123456789
Spaces 17-25:   FLPP DIN, PTI427EAI
Spaces 26-28:   occurrence, first or second language, /01 or /02
Spaces 29-30:   language pay category/language difficulty category, in example, 33
                    Member is qualified at $75 in Russian, a category III language. See table 11.4.
Spaces 31-36   effective date, in example, certified
                    by commander, 9 August 95
Spaces 38-42:   workcenter code, in example, S

NOTE: *A member's language proficiency can be updated in PC-III but pay status cannot be updated on this system. You must update FLPP status through BLMPS.*
- Each time an active duty member's FLPP data is updated, a FLPP RIP similar to the sample RIP shown in Figure 11.5 is produced.
    - Formally documents changes in a member's FLPP status.
    - File copy in the UPRG and send copy to member.
- For Guard and Reserve personnel, a RIP similar to the sample shown in figure 11.6 is produced. Guard and Reserve MPFs should use this RIP to notify the local finance office of the member's entitlement.

11.10.   Defense Joint Military Pay System (DJMS) Personnel Transaction Identifiers (PTI). DJMS PTIs are used when the member's FLPP data is correct on the personnel file but incorrect on the finance file (see tables 11.5 and 11.6). These PTIs output a transaction to Defense Finance and Accounting Service-Denver (DFAS-DE) to correct the pay file but do not update the member's personnel record at the base-level or HAF (HQ AF)-level.. Update the DJMS flags, DINs VFL (FLPP-PAYMENT-PROJ) and VFM (FLPP-PAYMENT-PREVIOUS) prior to inputting the DJMS PTI.
11.10.1.   START PAY. To start pay on an individual who is qualified for FLPP but not receiving pay:
- Ensure local DIN EAB is updated with current scores and test date.
- Ensure local DIN EAI reflects correct FLPP status.
- Update: PTIPSMVFL_ _. VFM_ _.VRLS.
- Sample update: PTI021UAACI95064.UBM940701.ODY/01GM.UDL/0142.
- DINs:
    UAA - source document code, year, Julian date
    UBM - effective date of transaction
    ODY/01 - language code
    UDL/01 - FLPP code
- Verify output of 0201 transaction on following day's DJMS transaction register (TR).
11.10.2.   STOP PAY. To stop pay on an individual who is no longer qualified for FLPP:
- Ensure local DIN EAI reflects codes ST, DQ, FQ, or CT.
- Update: PTIPSMVFL_ _.VFM1.VRLS.
- Sample update: PTI022UAACI95064.UBN941231.ODY/01GM.
- DINs:
    UAA - source document code, year, Julian date
    UBN - effective date of stop transaction
    ODY/01 - language code
- Verify output of 0202 transaction on following day's DJMS TR.
11.10.3.   CHANGE PAY RATE. To change the pay on an individual who is qualified for pay at a higher or lower rate:
- Ensure local DINs EAB and EAI correctly reflect member's language proficiency and FLPP status.
- Update: PTIPSMVFL_ _.VFM1.VRLS.
- Sample update: PTI024UAACI95064.UBM950101.ODY/01GM.UDL/0142.
- DINs:
    UAA - source document code, year, Julian date
    UBM - effective date of pay rate change (all rate changes are effective on 1 Jan of year following recertification)
    ODY/01 - language code
    UDL/01 - FLPP code

Figure 11.1. Sample Request for Telephonic Interview Memorandum.

REQUEST FOR TELEPHONIC INTERVIEW MEMORANDUM

MEMORANDUM FOR   DLI/FLC   (date)
                     ATTN: ATFL-EST-T
                     Presidio of Monterey CA 93944-5006

FROM: (Indicate address of TCO/TE)

SUBJECT: Request for Telephonic Interview for (Indicate name and SSN of member to be tested)

    Request your assistance in arranging for a telephonic interview for (indicate name of member to be tested). (Indicate reason for request.) Organizational address is:

        (Indicate address of member to be tested)

    Please call me at (indicate phone number of TCO/TE) to make arrangements for the interview. Thanks for your assistance.

                                        Signature of TCO/TE

Figure 11.2. Sample Request for FLPP Testing.

REQUEST FOR FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) TESTING

MEMORANDUM FOR (Unit Commander)   (date)

FROM: (Member's Unit and Address)

SUBJECT: Request for Foreign Language Proficiency Pay (FLPP) Testing

      In accordance with AFI 36-2605, attachment 11, I am requesting approval to take the (enter language) language test. I understand that if I achieve qualifying scores on the test and meet all other qualifying criteria I will be entitled to receive FLPP. I also understand that once qualified for pay, I must retest annually during the July - December testing cycle to continue receiving FLPP.

                                                              _____

                                                    (Member's Name, Grade, and Signature)

1st Indorser, Unit Commander

To: Servicing MPF

_____ Approved. Please schedule member for the appropriate tests. I acknowledge that, if required, this individual will be made available for global contingencies.

_____ Disapproved for the following reasons:

                                              _____

                                            (Unit Commander's Name, Grade, and Signature)

_____

Figure 11.3. Sample FLPP Recertification Master List.

FLPP RECERTIFICATION MASTER LIST

UNIT: (HV0TFNRX) 726 TACTICAL CONTROL SQ

I CERTIFY THAT THE INDIVIDUALS LISTED BELOW ARE STILL ELIGIBLE TO RECEIVE FLPP AND HAVE BEEN NOTIFIED OF SCHEDULED TESTING.

NAME	SSN	GRD	OFC-SYM	PHONE	LANGUAGE INFORMATION			
TEST DATE	FLPP-STATUS/EFF-DT				ID	R-S-L		DATE
GREEN, JIMMY D	123-45-6789	SGT	LGKRR	8817	RUSSIAN	F	F	9408
33940805								

FLPPML

Figure 11.4. Sample FLPP Recertification RIP.

FOREIGN LANGUAGE PROFICIENCY PAY RECERTIFICATION

NAME: GREEN JIMMY D   GRADE: SRA   SSN: 123-45-6789

UNIT: 726 TACTICAL CONTROL SQ

OFFICE SYMBOL: LGKRR   PHONE NR: 8817

****FLPP STATUS INFORMATION****

DAFSC: 1N33A   DUTY EFF DATE: 02 AUG 94

FLPP-STATUS/01: 33/FLPP-3 ($75 PER MONTH) FLPP-EFF-DT/01: 05 AUG 94
FLPP-STATUS/02   FLPP-EFF-DT/02:

****LANGUAGE PROFICIENCY INFORMATION****

BEST-LANG/01: RU/RUSSIAN   DT: SEP 94   BEST-LANG/02:   DT:
     READING PROFICIENCY: F/ROUTINE PROFICIENCY   READING PROFICIENCY:
     SPEAKING PROFICIENCY: /NEVER TESTED   SPEAKING PROFICIENCY:
     LISTENING PROFICIENCY: F/ROUTINE PROFICIENCY   LISTENING PROFICIENCY:

RECEIPT OF FLPP REQUIRES ANNUAL RECERTIFICATION. TO ENSURE YOUR PAY CONTINUES, ENSURE
YOU COMPLETE LANGUAGE TESTING. YOU HAVE BEEN SCHEDULED FOR LANGUAGE TESTING ON
_____ AT _____ HOURS IN THE MPF TESTING ROOM, BLDG ____, ROOM _____. IF YOU CANNOT MEET
THIS SCHEDULED APPOINTMENT, CALL THE MPF TESTING UNIT AT _____.

MPF CERTIFYING OFFICIAL

1ST IND,   DATE:

I ACKNOWLEDGE RECEIPT OF MY SCHEDULED TEST DATE AND UNDERSTAND THAT CONTINUED
PAYMENT OF FLPP IS CONTINGENT UPON RECERTIFICATION.

_____
(MEMBER'S SIGNATURE)

DISTRIBUTION: ORIGINAL + 1 COPY - MEMBER; COPY - SUSPENSE; FILE COMPLETED RIP IN UPRG.

RPFLR

Figure 11.5. Sample Active Duty FLPP RIP.

FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)

NAME: GREEN JIMMY D   GRADE: SRA   SSN: 123-45-6789

UNIT: 726 TACTICAL CONTROL SQ

OFFICE SYMBOL: LGKRR   PHONE NR: 8817

                              ****FLPP STATUS INFORMATION****

DAFSC: 1N33A   DUTY EFF DATE: 02 AUG 95

FLPP-STATUS/01: 33/FLPP-3 ($75 PER MONTH FLPP-EFF-DT/01: 05 AUG 95
FLPP-STATUS/02   FLPP-EFF-DT/02:

                          ****LANGUAGE PROFICIENCY INFORMATION****

BEST-LANG/01: RU/RUSSIAN   DT: SEP 94   BEST-LANG/02:   DT:
     READING PROFICIENCY: F/ROUTINE PROFICIENCY   READING PROFICIENCY:
     SPEAKING PROFICIENCY: /NEVER TESTED   SPEAKING PROFICIENCY:
     LISTENING PROFICIENCY: F/ROUTINE PROFICIENCY   LISTENING PROFICIENCY:

RECEIPT OF FLPP REQUIRES ANNUAL RECERTIFICATION.   FAILURE TO RECERTIFY ANNUALLY WILL
RESULT IN TERMINATION OF PAY.

MPF CERTIFYING OFFICIAL

DISTRIBUTION: 1 - UPRG, 1 - MEMBER, 1 - OPR FILES

                                        RPFLP

Figure 11.6. Sample Guard/Reserve FLPP RIP.

FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)

TO: LOCAL FSO

THIS FORMALLY ANNOUNCES A START, STOP, OR CHANGE IN FLPP STATUS

NAME: GREEN JIMMY D   GRADE: SRA   SSN: 123-45-6789

UNIT: 726 TACTICAL CONTROL SQ

OFFICE SYMBOL: LGKRR   PHONE NR: 8817

****FLPP STATUS INFORMATION****

DAFSC: 1N33A   DUTY EFF DATE: 02 AUG 95

FLPP-STATUS/01: 33 - $75 PER MONTH   FLPP-EFF-DT/01:   05 AUG 95
FLPP-STATUS/02   FLPP-EFF-DT/02:

****LANGUAGE PROFICIENCY INFORMATION****

BEST-LANG/01: RU/RUSSIAN   DT: SEP 95   BEST-LANG/02:   DT:
     READING PROFICIENCY: F/ROUTINE PROFICIENCY   READING PROFICIENCY:
     SPEAKING PROFICIENCY: /NEVER TESTED   SPEAKING PROFICIENCY:
     LISTENING PROFICIENCY: F/ROUTINE PROFICIENCY   LISTENING PROFICIENCY:

PLEASE TAKE ACTION TO [START/STOP/CHANGE] MEMBER'S FLPP EFF 5 AUG 95.
I CERTIFY THAT THE REQUESTED PAY ACTION IS AUTHORIZED IAW AFI 36-2605.

_____ (NAME, GRADE, SIGNATURE, AND DATE)
MPF CERTIFYING OFFICIAL

NOTE FOR MEMBER: PAYMENT OF FLPP IS CONTINGENT UPON ANNUAL RECERTIFICATION.

DIST: 1 - AFO, 1 - UPRG, 1 - MEMBER, 1 - OPR FILES

RPFLA

Table 11.1. DLPTs I Language Proficiency Codes.		
R U L E	**A** **If DLPT I listening or reading raw score is (see Note 1):**	**B** **then the listening or reading skill level is:**	**C** **and PDS Update Code is:**
1	0-20	L-0/R-0	A
2	21-23	L-0+/R-0+	B
3	24-29	L-1/R-1	C
4	30-35	L-1+/R-1+	D
5	36-42	L-2/R-2	E
6	43-49	L-2+/R-2+	F
7	49-60 (See Note 2.)	L-3/R-3	G
8	Never Tested		SPACE

NOTES:

1: For DLPTs I, the raw test score is used. Conversion of raw test scores is not required.

2: Assessment beyond the 3-level will be conducted only when required by the needs of the Air Force.

Table 11.2. DLPTs II and DLRPTs Language Proficiency Codes.		
R U L E	**A** **If DLPT II listening or reading converted score is (see Note 1):**	**B** **then the listening or reading skill level is:**	**C** **and PDS update code is:**
1	0-24	L-0/R-0	A
2	25-29	L-0+/R-0+	B
3	30-35	L-1/R-1	C
4	36-39	L-1+/R-1+	D
5	40-45	L-2/R-2	E
6	46-49	L-2+/R-2+	F
7	50 or more (See Note 2.)	L-3/R-3	G
8	Never Tested		SPACE

NOTE:

1. For DLPTs II, the raw score must be changed to a converted score using the conversion chart on the back of the scoring key.

2. Assessment beyond the 3-level will only be conducted when required by the needs of the Air Force.

R U L E	DLPTs III published prior to September 1985	DLPTs III published after September 1985 and DLPTs IV
Table 11.3. DLPTs III and IV Language Proficiency Codes.		
1	Raw score must be changed to a converted score using the conversion charts in the Test Administration and Scoring Manual.	Raw score must be changed to a converted score using the conversion chart on the back of the scoring key.
2	Proficiency levels and PDS update codes are determined using the table in the Test Scoring and Reporting Manual.	Proficiency levels and PDS update codes are determined using the table in the Test Administration and Scoring Manual.

Table 11.4. Determining FLPP Codes.

First digit of FLPP code is based on member's proficiency level (see Notes):

DLPT Proficiency Level	APDS CODE (DIN EAB)	FLPP Code (DIN EAI)	PAY Rate
2	E	2	$50 (See Note 1)
2+	F	3	$75
3	G	4	$100

Second digit of FLPP code is based on the language difficult category as defined in AFI 36-2605, table A12.1

Difficulty Category	FLPP Code
I	1
II	2
III	3
IV	4

NOTES:

1. $50 pay rate applies to critical languages only.

2. If member's proficiency for reading and listening differ, the lower of the proficiency levels is used to determine FLPP rate.

3. See the FLPP PAYMENT MATRIX in AFI 36-2605, attachment 12 to determine if an individual is qualified for pay.

4. As an example, a member who is proficient at the 2+ level in Russian (Category III language) would have a FLPP code of 33 and receive $75 per month.

5. A complete listing of FLPP/PDS codes can be found in AFMAN 36-2622 (formerly AFM 30-130). Some commonly used FLPP/PDS codes are:

FQ - member tested and failed to qualify	42 - CAT-2 language, proficient at G level
ST - date member no longer authorized	43 - CAT-3 language, proficient at G level
CT - date commander terminated pay	44 - CAT-4 language, proficient at G level
DQ - date member declined to qualify	
NR - date not recommended by commander	

23 - CAT-3 language, proficient at E level
24 - CAT-4 language, proficient at E level

31 - CAT-1 language, proficient at F level
32 - CAT-2 language, proficient at F level
33 - CAT-3 language, proficient at F level
34 - CAT-4 language, proficient at F level

41 - CAT-1 language, proficient at G level

Table 11.5. DJMS Decision Logic Table. (See Note 1.)

R U L E	Action Required	Update PTI PSM to:	Then Update PTI (See Note 2.)
1	Start FLPP	VFL_ _.VFM_ _.VRLS.	021
2	Stop FLPP	VFL_ _. VFM1.VRLS.	022
3	Change FLPP rate (See Note 3)	VFL_ _.VFM1.VRLS.	024

NOTES:
1. Only use DJMS PTIs when the Base-Level Military Personnel System (BLMPS) file is correct and the DFAS-DE file is incorrect.
2. See AFMAN 36-2622 for additional information.
3. All pay rate changes are effective on 1 January of the year following recertification. Update effective date in PTI 024 accordingly.

Table 11.6. DJMS PTIs. (See Notes.)

PTI	ACTION	REMARKS
021	Start FLPP	Start FLPP (outputs DJMS Transaction Identity Code (TIC) 0201 to DFAS-DE). Required DINs: UAA, UBM, ODY, UDL.
022	Stop FLPP	Stop FLPP (outputs DJMS TIC 0202 to DFAS-DE). Required DINs: UAA, UBN, ODY.
023	Report FLPP	Report FLPP (outputs DJMS TIC 0203 to DFAS-DE). Required DINs: UAA, UBM, UBN, ODY, UDL (pays FLPP for an inclusive period).
024	Change FLPP	Change FLPP (outputs DJMS TIC 0204 to DFAS-DE). Required DINs: UAA, UBM, ODY, UDL (increases or decreases FLPP as a result of recertification).
025	Correct FLPP	Correct FLPP (outputs DJMS TIC 0205 to DFAS-DE). Required DINs: UAA, UBM, UBN, UCM, UBP, ODY, UDL (corrects previously reported DJMS).
026	Cancel FLPP	Cancel FLPP (outputs DJMS TIC 0206 to DFAS-DE). Required DINs: UAA, UBM, UBN, ODY (cancels previously reported DJMS).

NOTES:
1. DJMS PTIs do not update the BLMPS or HAF files and are only used when BLMPS is correct and the DFAS is incorrect.
2. Prior to updating a DJMS PTI, ensure the DJMS flags (DINs VFL and VFM) are set as indicated in table 11.5.
3. Prior to updating DJMS PTIs 023, 025, or 026, contact HQ AFPC/DPPAT for guidance.

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

AFCT	Armed Forces Classification Test
AFI	Air Force Instruction
AFIND	Air Force Index
AFOMS	Air Force Occupational Measurement Squadron
AFOQT	Air Force Officer Qualifying Test
AFOSI	Air Force Office of Special Investigations
AFPDC	Air Force Publishing Distribution Center
AFPT	Air Force Personnel Test
AFQT	Air Force Qualifying Test
AFRES	Air Force Reserve
AFROTC	Air Force Reserve Officer Training Corps
AFS	Air Force Specialty
AFSC	Air Force Specialty Code
AIA	Air Intelligence Agency
AIG	Address Indicator Group
AL	Armstrong Laboratory
AR	Arithmetic
ASVAB	Armed Services Vocational Aptitude Battery
BAT	Basic Attributes Test
BITS	Base Information Transfer System
BLMPS	Base Level Military Personnel System
BOM	BAT Operator's Manual
CAFSC	Control Air Force Specialty Code
CDC	Career Development Course
CONUS	Continental United States
DESIRE	Direct English Statement Information Retrieval
DFAS-DE	Defense Finance and Accounting Service - Denver
DIERT	Date Initially Entered Retraining
DIN	Data Identification Number
DJMS	Defense Joint Military Pay System
DLAB	Defense Language Aptitude Battery
DLI	Defense Language Institute
DLPT	Defense Language Proficiency Test
DLRPT	Defense Language Reading Proficiency Test
DoD	Department of Defense
DOT	Date of Test
DP	Director of Personnel
DSN	Defense Switching Network
E&TF	Education and Training Flight
ECI	Extension Course Institute
EDPT	Electronic Data Processing Test
EOM	End of Month
ESO	Education Services Officer
FLPP	Foreign Language Proficiency Pay
GS	General Science
GSU	Geographically Separated Unit
HQ AFPC	Headquarters Air Force Personnel Center
IM	Information Management
LDP	Language Designated Position
MAGE	Mechanical, Administrative, General, Electronic
MAJCOM	Major Command

MEPS	Military Entrance Processing Station
MPF	Military Personnel Flight
MSS	Mission Support Squadron
OPR	Office of Primary Responsibility
OTS	Officer Training Squadron
PAFSC	Primary Air Force Specialty Code
PC	Paragraph Comprehension
PCA	Permanent Change of Address
PCS	Permanent Change of Station
PCSM	Pilot Candidate Selection Method
PDS	Personnel Data System
PECD	Promotion Eligibility Cutoff Date
PES	Promotion Eligibility Status
PFE	Promotion Fitness Examination
PIN	Personal Identification Code
PTI	Personnel Transaction Identifier
RI	Reporting Identifier
RIC	Recruiter Identification Code
RIP	Report on Individual Person
SDI	Special Duty Identifier
SJA	Staff Judge Advocate
SKT	Specialty Knowledge Test
SME	Subject-Matter Expert
SSN	Social Security Number
STCO	Special Test Control Officer
TCO	Test Control Officer
TDY	Temporary Duty
TA	Test Administrator
TE	Test Examiner
TIC	Transaction Identity Code
TPD	Training Planning Document
TPS	Test Processing Station
TR	Transaction Register
TSC	Training Status Code
TMI	Test Material Inventory
UIF	Unfavorable Information File
UPRG	Unit Personnel Record Group
USAFSE	United States Air Force Supervisory Examination
VE	Verbal
WAPS	Weighted Airman Promotion System
WK	Word Knowledge